

## IMPORTANT POINTS

As much as it's important for timecards to be handed in on time, it's as important that they are properly filled-in and signed by your supervisor at work. You have in your employment kit a copy of a timecard as it should be filled-in. Please refer to this example. If you need further information, please do not hesitate to ask either Dispatch or Jackie Bennett-Kelly.

Some of you are handing in timecards late and some extreme cases almost a month old. This is causing problems for our payroll / accounting department. Our clients also expect to have their invoices in a timely fashion and in order for this to occur, you must hand in your timecards regularly. Furthermore, handing in your timecards on weekly basis means you will receive your pay every week.

All incidents or accidents that happen while at work and because of the work that you are doing have to be reported to LaborTek Immediately **WITHOUT EXCEPTIONS**

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## Strong Fragrance Indisposed Employee

Mathew couldn't understand why he was having strong headaches at work, which would stop once back home. He knew that the hot weather was not to blame. He eventually realized that he was allergic to the fragrance contained in his co-worker's deodorant.

When the weather is very hot, scents are accentuated and they can indispose people who are allergic to them. Although they may smell pleasant, for your coworkers with sensitivities to scent, the fragrances found in countless products including soaps, detergents, personal care products, and household cleaners, may come with unpleasant health effects.

For people with fragrance sensitivities, the chemicals in fragrances can cause irritation or trigger allergic reactions. Depending on how sensitive they are, they may experience symptoms such as nausea, dizziness, headache, itchy

skin, hives, itchy eyes and nose, runny nose, wheezing, coughing, sore throat, breathing difficulties, and/or asthma.

Reactions to fragrances can vary from one person to the next, however once a person has developed fragrance sensitivity, it may continue to get worse over time and with repeated exposure.

One of the best ways to prevent reactions to fragrances is to avoid exposure to them. This doesn't mean not wearing personal care products—such as deodorants—at all as we all want to control our body sweat in hot temperatures with a high humidity index. The solution is to look for products labeled "perfume free" or "fragrance free", which are the most likely to contain no fragrances.

## Good Communication Will Get You Work

Good communication is at the fore front of every relationship that we have with others.

When dispatch calls you and leaves a message on your voicemail or with somebody at home to call him back, it is very important that you return his call as soon as you get the message. Regular communication with dispatch will get you work.

After working hours you can leave a **clear and explicit** message on LaborTek voice mail.

## Workplace Chemicals; Know What's in Store

You did a WHMIS course during your orientation with LaborTek. Refreshing the importance of knowing your workplace chemicals is important, as we tend to forget what we learn in a course.

A chemical inventory is a fundamental piece to your chemical safety program and is your first step towards chemical safety compliance.

Taking inventory also provides the perfect opportunity to ensure that you have all

necessary Material Safety Data Sheets (MSDSs) on hand. It's a good idea to have MSDSs for both WHMIS and consumer products that you have in your workplace as the information provided in the MSDS helps to support your chemical program work. The product inventory can also help you determine if any of these products require "special attention" or are no longer required so that you can make arrangements for their

safe disposal.

When you do the inventory remember to wear the appropriate personal protective equipment and work in pair.

When you are finished your inventory ensure that you have an MSDS for each product. If not, ask the chemical supplier listed on the label to provide one. Use your MSDSs to identify the ingredients and chemical abstract service registry numbers and add them to your inventory document.