

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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Safe Winter Driving Conditions

Driving requires all the care and caution possible any time of year. But winter driving has even greater challenges because of wet and icy road surfaces, longer hours of darkness and poor visibility because of snow, rain and fog.

1. Allow enough time to get to your destination. Rushing in difficult driving conditions can lead to an accident. Turn your radio on to listen to the road report and weather forecast. Leave a few minutes earlier in the morning, and allow plenty of time to get to work. Buckle up your seat belt or safety restraint before you start driving.

2. Stay alert. Don't drive when you are under the influence of alcohol, drugs or certain medications. Read the labels of prescription drugs and over-the-counter medicines to determine if they can cause drowsiness. Driving demands your full attention.

3. Stay calm. Sometimes other drivers will become frustrated with slow-moving traffic. Keep your temper and don't let other drivers aggravate you. Maintain a safe speed and drive defensively.

4. Keep a safe distance between you and other vehicles. The "two second rule" works well on dry roads and in ideal conditions, but in winter you should extend it to four seconds. Watch the vehicle directly ahead of you. As it passes a stationary object start counting - "one thousand and one", "one thousand and two", and so on. Your vehicle should not pass the same object until you say the word "four."

5. Keep your car well-maintained and in good working order. This includes having good tread on your tires, the engine tuned-up for winter, and all lights functioning properly. In colder climates, you may need to add anti-freeze to the radiator. In some areas, gasoline antifreeze may be required.

6. Clean your windows and headlights frequently. Keep your windshield washer fluid topped up. Good visibility is essential to safe driving. Clean your windows and headlights of ice or snow before starting out, and repeat frequently throughout your trip.

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7. Drive appropriately for the road conditions. The posted speed limit may be too fast under winter conditions. Driving on a wet road can cause hydroplaning as a thin barrier of water builds up between your tires and the road surface, causing your vehicle to slip. If you begin to lose control of your steering, take your foot off the gas.

8. Stay with your vehicle if it breaks down. Put on your emergency flashers and wait for assistance. Carry a sign for your window, asking other motorists to tell the police you need help.

9. Wait out bad weather. Strong icy winds in combination with snow or dust can make it impossible to see where you are driving - or walking. Under these conditions it is usually safest to stay with your vehicle and wait out the storm.

10. Plan your moves carefully. In

slippery conditions, never jam on your brakes in a panic stop, you will most likely skid and lose control of the vehicle. Instead, pump your brakes gently a few times.

11. Avoid driving through deep puddles, especially at high speeds. The water can make your brakes less effective and, if deep enough, can cause serious engine damage. If you must drive through water and you are not sure about the depth, slow right down and cautiously inch forward until you are certain it is safe.

12. Quit driving when you begin to feel sleepy. If you have a long distance to drive, take frequent short breaks for fresh air and a walk around the vehicle.