

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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Safety Climate in the Workplace

Despite the amount of regulations that intend to protect the efforts to train workers, advances in safety processes and the incentive to stay safe, workers are still being injured. So what is still creating a vulnerability to the safety of our workplaces? The health and safety of workers is influenced by several factors starting from the organization and its leadership, the tasks or job and personal factors. These are all considered human factors since they each have a human involvement. All workers have different personal factors which distinguish one person's safety performance from another. Although these personal factors are fairly consistent, many external factors can infiltrate the workers safety performance. Distractions in life, personal issues, and a host of other events can lead to increased risks in the work place. So, how do companies set the stage for a reduced risk in the workplace? How do companies control the risks associated with human factors? In all cases, it has to start at the top with the company itself. Each company has to have a company health and safety policy and have a program that supports the policy. The organization needs to establish a leadership structure that supports a safe work environment based on the policy. Management and supervisors have to lead by example to give workers positive guidance to keep the workers minds on the job and not asking themselves why the boss doesn't

wear eye protection. The establishment has to allow feedback from the workers that can create safety improvements in the workplace as well. If the workers are not being listened to they start to become disenchanted in the workplace because of the lack of acknowledgement of the workers concerns and suggestions. I have to admit the best solutions come from the people performing the work not the policy makers in an office. Listen to the experience and don't forget to listen to new workers or workers from other jobs. This new insight could be invaluable in creating safety improvements. Train supervisors to mentor workers and be involved in the safety climate. Supervisors need to be able to spot negative behaviours and intervene before it becomes a negative change in the workplace or an increase in risks to safety. Management also needs to keep tabs on the present state of safety based on previous incidents, accidents and near misses. Keeping records of the safety climate will allow companies to learn from the past and develop and refine new approaches. To mitigate risks, tasks need to be broken down into steps and each step analyzed for potential risks. Job Hazard Assessments (JHAs) are a collection of all of the detailed steps, the risks that can occur at each of the steps and then the preventative measures that can protect workers or reduce the risks. This JHA has to be a living document that will be reviewed and revised as more experience is gathered or new hazards arise. Performance reviews without bias that provides workers with feedback on how they are performing, how they are supporting the team

or the company and a path for improvement. We all need feedback, support and guidance to improve and thrive at the job we are performing. Don't just leave it up to a basic comment like "keep it up, you're doing great". Support the comments with the details of what was done and the positive effect it had on the job or the company as a whole. External reviews can also be performed to provide an impartial benchmark for the company's safety performance and also provide recommendations to improve the safety climate.

In summary, create performance and attitude expectations that set the stage for success and nurture the positive attitudes and outcomes. Observe group, team or crew interactions that allows for different personalities to support a corrective process that redirect the negative occurrence to a positive one. It is imperative for managers and supervisors to intervene at the first sign of negative change, always screen the new employees for their safety attitude and keep it in check. Ask for feedback and observations from workers about themselves and give all workers a platform to support an improvement in the company's safety climate. We all need to work with people who are like minded especially when it comes to safety.