

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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Fighting Fatigue

Fatigue is the condition of being physically or mentally tired or exhausted. Extreme fatigue can lead to uncontrolled and involuntary shutdown of the brain.

Fortunately, there are ways to fight fatigue:

- Get eight hours of sleep before starting work.
- Sleep at the same time each day. If they rotate shifts, establish clockwise rotations (from day to evening to night). Clockwise rotating makes it easier to go to sleep when a worker goes to bed.
- Take all scheduled work breaks. A snack or exercise during the break

will refresh them.

- When trying to sleep during the daytime, find a cool, dark, quiet location. Use earplugs, soft music, or a fan to block out noise.
- See their doctor about sleep disorders, medications for illness, and using bright light on the job or during waking hours.
- Eat a well-balanced diet beginning the "day" with high protein foods and ending with carbohydrates. Do not eat great quantities before bedtime; they may cause trouble sleeping.
- Avoid caffeine, alcohol, and cigarettes. These substances

cause sleep disturbances.

- Walking, stretching, and aerobics can help a person stay awake. Exercise will give you stamina and help you to fall asleep later.
- Work carefully and very methodically, always following proper procedures.

When you're fatigued **you will make errors in judgment.** Your mind or eyes can be off task and you can make a critical error..