

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**

Celyne Aubin
Health & Safety

caubin@labortek.com

Tel: 613-741 1128
Fax: 613-741 1130

What we all love can become deadly!

Summer is here and we all love our sun. Whether at work or at play, outdoor summertime heat can take its toll on you physically. Your body is designed to cool itself by evaporation of water from the surface of the skin; that's why we sweat. If anything interferes with this process, such as high humidity or heavy clothing, your body can overheat and cause symptoms such as headaches, nausea and eventually heat stroke.

Our tolerance levels for high heat and humidity are not the same. Those who are used to working in high heat will not suffer the effects to the same degree or be overcome as soon as those who spend more time inside air-conditioned buildings and cars. Adding strenuous exercise or work to the mix of high heat and humidity puts additional stress on your body's cooling system.

When exposed to conditions of high heat and humidity, important points to remember are:

- Drink plenty of water before and during any exposure to high heat and humidity
- Pace yourself and take frequent rest breaks in shady areas
- Avoid drinking alcohol or drinks with caffeine
- Know and react to symptoms of heat related problems

Symptoms of heat related illnesses include:

Dehydration: Thirst, irritability, fatigue, loss of performance, muscle cramps, nausea, vomiting

Muscle cramps: they may not be a warning sign, painful, involuntary muscle spasms

Heat exhaustion: headache, nausea, vomiting, weakness, dizziness, rapid pulse, profuse sweating or clammy skin

Heat stroke: high body temperature, Nausea, drowsiness, confusion/ disorientating, irrational behaviour, collapse-coma

Heat stroke is a life threatening condition; seek medical attention immediately



Its BBQ Season Again!

Backyard meals on the barbecue are just one of Canada's summertime passions. Propane is an efficient, economical and popular source of fuel for most outdoor grills. It's versatile, economical and can be easily transported. Even though propane is generally considered safe, it needs to be handled with care.

Here are some safety tips for the proper use of propane barbecues.

Transporting and storing pro-pene cylinders

In Canada, propane cylinders have to be replaced every 10 years, unless it's inspected and re-qualified. The date the cylinder was last qualified can be found on the collar of the tank. If your tank does not need to be replaced due to its age, remember to:

- Transport cylinders in an upright position; use a milk crate to carry it
- Use a cap to cover the cylinder outlet, when transporting or storing

- Store cylinders outdoors, off the ground on a fireproof base
- Keep out of reach of children
- Never smoke near a propane tank
- Inspect the propane cylinder and replace if damaged

Set-up and maintenance

- Make sure the burners and tubes connected to the burners are rust and debris-free, and that the burner throat, where the propane enter the burner is free of dust and cobwebs.
- All hoses and joints should be carefully looked at to ensure there are no leaks where gas can escape. Leaks, if ignited can send out huge flames
- Never check for leaks with an open flame. The best way to check for leaks is to apply soapy water and watch for the bubbles.
- Remove lava rocks and grates to clean
- Clean the grill and burners regularly to avoid grease build-ups

Accident Report

On a hot summer day, an employee at a warehouse that was not air-conditioned was assigned to stock a wall of storage bins that had recently added. He started work at 8:00 am and worked through lunch so the could leave early. At approximately 2:00 pm he started feeling dizzy and weak. He had been working strenuously for 6 hours and had not had any water to replace the fluid he had lost from sweating. At 3:00 pm a supervisor found him unconscious on the floor. An emergency medical team was able to revive and stabilize him.