

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.

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

Entanglement! Reducing the Risk

How to Reduce the Risk of Entanglement

Entanglement in a machine can happen instantly. Long hair or loose clothing can catch on a rotating surface and – faster than anyone could possibly react – the victim is dragged into the moving machinery. Remind your workers to follow these 5 tips to reduce their risk of entanglement:

1. Wear snug clothing. When working around moving machinery, button sleeves and tuck in shirts and pant legs. Avoid wearing scarves and drawstrings. Be aware that even gloves can get entangled.

2. Don't wear jewelry. The hazards of wearing neck chains and dangling jewelry while working around rotating machine parts are obvious. However, even a ring can catch in rotating equipment.

That can cause amputation of a finger or result in worse injury.

3. Restrain hair. If you have long hair, tie it or restrain it with a hairnet. If hair is simply tucked inside a hardhat, it can come loose and get caught in moving parts. Even a long beard can be a hazard in a machine work environment.

4. Keep machinery guarded. Make sure all equipment is properly guarded to prevent entanglement and other machine injuries. Report any missing or defective guards and shields to your supervisor. Never remove or block a machine guard. When doing adjustments or repairs, follow the correct lockout and tagout procedures and replace guards before returning the machine to service.

5. Know the controls. Know how to quickly locate the emergency stop and start controls on all machinery in your work area.

Almost every worker is exposed to the hazards from machinery in some fashion, so all workers should receive at least a basic introduction to machinery safety. They should have an understanding of the hazards associated with operating machinery or working in areas where it is operating so they know what to watch for and how to report a hazard. And since operating machinery poses a significant risk to a worker, annual refresher training is a best practice.