

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**

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“Near Miss Accident”

Seventy-five percent of all accidents are preceded by one or more near misses according to the National Safety Council.

In other words, close calls should be wake-up calls for employees and employers to realize that something is wrong and needs to be corrected.

What is a “Near Miss”?

A near miss describes incidents where, given a slight shift in time or distance, injury, ill-health or damage easily could have occurred, but didn't this time round. Near misses can be defined as minor accidents or close calls that have the potential for property loss or injury. Most accidents can be predicted by close calls. These are accidents that almost happened or possibly did happen but simply didn't result in an injury this time around. Examples of “near miss” incidents:

- An employee trips over an extension cord that lies across the floor but avoids a fall by grabbing the corner of a desk.
- An outward-opening door nearly hits a worker who jumps back just in time to avoid a mishap.
- Instead of using a

ladder, an employee puts a box on top of a drum, loses balance and stumbles to the ground. Although the employee is shaken, there is no injury.

Incidents like these are a relief to most workers simply because they were not injured. It is usually forgotten moments later. However, when an employee escape an accident or injury, everyone should assume they are at the same risk of that avoidance. Another person, possibly the employee with the close call, is very likely to be injured by that very same hazard on a future date. The difference between a near miss and a serious injury is often a fraction of an inch or a split second of time. “Near misses” are red flags waving at employees to let them know something is very wrong or unsafe and requires immediate attention.

How to deal with a “Near Miss”?

Hazards should be removed as soon as possible, but should be reported to your supervisor so it can be noted even after the hazard has been

removed. By discussing these near misses and hazards, it can raise awareness for employees to look out for other hazards. Damaged equipment and property should also be reported. Some examples of damaged equipment might include machine guards that don't fit or work properly, forklifts with damaged parking brakes, ladders with broken rungs and worn PPE. Examples of damaged property might include loose handrails, loose plates on floor, loose hinges on the door or broken sidewalks. Although some of these examples may not seem important or particularly hazardous, it's important to note that supervisors, employers and employees need to be aware of these hazards.

At Labor Tek Personnel, we encourage all our employees to notify your immediate supervisor well as Labor Tek Personnel if you have encountered a “near miss”. These warning signs should never be neglected or ignored.