

## 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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## Infectious Diseases

### Explain dangers

Infectious diseases are caused by microorganisms, including bacteria, viruses, fungi, and parasites. These microorganisms can cause harmful health effects within our bodies. Common ways a person can get an infectious disease include:

- Person-to-person contact
- Contact with certain insects or animals
- Exposure to bodily fluids such as blood
- Touching contaminated items.

Infectious disease symptoms can vary from person to person, and are dependent on the disease itself. The following is a list of infectious diseases that you may come across in the workplace, along with their common symptoms.

| Infectious Disease                 | Common Symptoms   |
|------------------------------------|---|
| Coronavirus (SARS, MERS, COVID-19) | Fever, cough, difficulty breathing, sore throat                         |
| Legionnaire's disease              | Dry cough, difficulty breathing, chest pain, fever                      |
| West Nile virus                    | Headache, body ache, joint pain, vomiting, diarrhea, rash               |
| Lyme disease                       | Skin rash, fever, headache, muscle and/or joint pain                    |
| Hepatitis B                        | Fever, tiredness, nausea, stomach pain, loss of appetite                |
| Seasonal influenza ("the flu")     | Fever, headache, cough, sore throat, tiredness, runny nose,             |
| Norovirus                          | Vomiting, diarrhea, abdominal cramps, muscle aches, headache, tiredness |
| Measles                            | Fever, cough, red/puffy eyes, runny nose, rash                          |
| Rabies                             | Headache, fever, agitation, convulsions                                 |
| Histoplasmosis                     | Fever, cough, chills, body aches, headache, chest pain                  |

### Identify controls

- Get vaccinated. Immunization can significantly reduce your chances of getting sick (or the severity of your symptoms). It also helps reduce the spread of disease within the community. Vaccines are available for diseases such as:
  - Hepatitis B
  - Measles
  - Influenza
  - COVID-19
- Always cough into your sleeve or a tissue.
- Avoid touching your nose, eyes, and mouth with unwashed hands.
- Regularly clean and disinfect work equipment.
- Wear gloves if you are handling any bodily fluids or equipment containing bodily fluids.
- Do not share any personal items, such as towels and clothing, with your co-workers.
- Frequently wash/sanitize your hands. If using an alcohol-based hand rub, ensure it has at least 60% alcohol content. Hands should be washed/sanitized:
  - Before taking lunch/breaks, and before leaving work
  - After removing gloves or any other PPE.
  - Do not use hand sanitizer if your

hands are soiled. Wash with soap and water instead.

- If you find a needle or syringe, always assume it is contaminated. Follow company procedures for safe disposal.
- Notify your supervisor if you feel unwell, including if you are vomiting, have a fever, or have diarrhea. Do not come to work if you are experiencing any symptoms. Demonstrate With your crew, go over your company's sick leave policy. Review:
  - Whom to notify when sick
  - What the expectations are when you call in sick
  - When you can return to work.