

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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Responsibilities

Explain dangers

Construction can be dangerous business if people don't fulfill their responsibilities for on-site health and safety. Learning your responsibilities is the first step. You should also be aware of other people's responsibilities so you know who to talk to if you see a hazard.

Identify controls

Health and safety hazards could be controlled if everyone knew their own responsibilities and acted on them. The Occupational Health and Safety Act and Regulations for Construction Projects (O. Reg. 213/91) define the responsibilities of workplace parties such as constructor, employer, supervisor, and worker. You can get a copy of the Act and Regs from IHSA or by visiting ih-sa.ca. Examples of workplace party responsibilities:

CONSTRUCTOR (See OHSA, s. 23)

- Ensure that everyone and all work processes comply with the law. This includes all employers (subcontractors) and their workers.
- Ensure that all workers' health and safety are protected.
- Provide notification of project to the Ministry of Labour.

EMPLOYER (See OHSA, s. 25)

- Provide equipment, materials, and protective devices, and maintain them.
- Ensure that everyone and all processes comply with the requirements of the law.
- Provide information and instruction to protect workers' health and safety.
- Provide competent supervision.
- Acquaint workers with hazards.
- Take every precaution reasonable to protect workers.
- Ensure that all workers on a jobsite are at least 16 years old.

SUPERVISOR (See OHSA, s. 27 and 32)

- Ensure that the health and safety of workers are never in danger.
- Ensure that workers work safely and according to the law and company policies.
- Ensure that workers use and wear any protective equipment or clothing required by the law or the employer.
- Advise workers of any possible danger to their health and safety on the job. This includes the risk of workplace violence from a person with a history of violent behaviour.
- Provide workers with writ-

ten instructions when required about the measures and procedures to be taken for their protection.

WORKER (See OHSA, s. 28)

- Work safely at all times. Follow the company rules and the occupational health and safety regulations.
- Wear any protective equipment or clothing as required by your employer or the regulations.
- Never remove or make ineffective any safety guard or protective equipment.
- Report to your employer or supervisor any hazard or unsafe conditions in the workplace and any protective device that is missing or not working properly.
- Report all incidents, injuries, and near misses or any violations of the law.

Demonstrate

Hold up the "green book" (Occupational Health and Safety Act and Regulations for Construction Projects) and ask your crew what they know about it. Ask your crew to name:

- Two responsibilities of employers
- Two responsibilities of supervisors