

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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Workers Rights

Explain dangers

Employers have the right to determine and control the work, as long as everything is legal. Workers, however, have the power to protect their health and safety.

Identify controls

Ontario law spells out the three rights that give workers this power: the right to know, the right to participate, and the right to refuse.

1. RIGHT TO KNOW Workers have the right to know about workplace health and safety hazards.

According to the Occupational Health and Safety Act (OHSA), employers must provide a wide range of information about workplace hazards to workers and Joint Health and Safety Committees (JHSCs). JHSCs have a duty to communicate with workers.

WHMIS, the Workplace Hazardous Materials Information System, is one example of the right to know. WHMIS is a Canada-wide system designed to protect workers by providing information about hazardous materials on the job.

WHMIS has three main parts:

1. Labels
2. Safety data sheets (SDSs)
3. Worker education and training.

2. RIGHT TO PARTICIPATE

Workers have the right to make recommendations about health and safety.

Employers must recognize this right to participate. They must consult with JHSCs about methods of testing equipment, substances, or other workplace factors, and about health and safety training programs.

A worker on the JHSC has the right to be present at the beginning of testing, to participate in Ministry of Labour inspections and investigations, to investigate serious accidents, and to inspect the jobsite regularly.

JHSCs have the right to make recommendations to employers about health and safety improvements. Employers must reply in writing within 21 days. Certified worker members have the right to investigate complaints dealing with dangerous circumstances.

3. RIGHT TO REFUSE **Workers have the right to refuse work if they believe it endangers their health and safety.**

The OHSA sets out specific procedures. It's a two stage process.

You can refuse based on your subjective belief that the work is dangerous. You must inform the supervisor or employer.

Once a supervisor has investigated, you may still have reasonable grounds for believing that the work is dangerous. In this case, you may continue to refuse work. A Ministry of Labour inspector must be called to investigate.