

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

Impairment at the Workplace

As you may be aware, there will be a solar eclipse occurring during our work hours. This is an exciting and rare event, but it's important to remember that observing a solar eclipse can pose some risks if proper precautions are not taken.

What is a Solar Eclipse: On Monday, April 8, 2024, the Moon's orbit will position it directly between the Earth and the Sun, causing a solar eclipse.

Explain dangers

Hazards: Vision impairment/eye damage: Looking directly at the Sun at any time without protection may cause damage to your retina (the light-receptor tissue at the back of your eye) called "Solar Retinopathy / Retinal Burns / Eclipse Blindness." Damage can occur without any sensation of pain. The injury can be temporary or permanent.

When is the risk? Looking at the Sun at any time is dangerous.

Who is at risk? Anyone who looks at the Sun at any time or during the eclipse (because it is not total in Ottawa) without appropriate eye protection is at risk.

Identify controls

Protect Your Eyes: The most crucial safety measure during a solar eclipse is to protect your eyes. Looking directly at the sun, even during an eclipse, can cause serious eye damage or even blindness. Always use proper eye protection, such as solar eclipse glasses or handheld solar viewers, to safely observe the eclipse. Regular sunglasses are not sufficient protection.

Use Approved Equipment: Ensure that any eye protection you use is specifically designed for viewing solar eclipses and has been certified to meet the appropriate safety standards. Check for labels indicating compliance with ISO 12312-2 (not to be worn while driving).

Beware of Counterfeit Glasses: Be cautious when obtaining solar eclipse glasses or viewers, as coun-

terfeit or uncertified products may not provide adequate protection. Only use glasses from reputable sources and verify that they meet safety standards.

Avoid Risky Behavior: While the eclipse is a fascinating event, remember to prioritize your safety. Avoid taking unnecessary risks, such as driving or operating machinery while attempting to view the eclipse. Stay aware of your surroundings and any potential hazards.