

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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Impairment at the Workplace

Many people believe that the decriminalization of cannabis will lead to an increase in workers being impaired at the workplace.

We often think of impairment as a result of using substances such as alcohol or drugs— whether they are over-the-counter, prescription, or illicit. However, impairment can result from other things such as:

- Family or relationship problems
- Fatigue (mental or physical)
- Traumatic shock
- Medical conditions or treatments.

These are all situations that may impair a person from focusing on their tasks at work.

Explain dangers

Impairment is a state of reduced physical or mental ability. No matter what the reason is, when workers are impaired on the job, it can have serious consequences such as:

- Workplace incidents and injuries
- Absenteeism
- Reduced quality of work

- Strain on work relationships
- Decline in physical, emotional, and mental health.

This is why impairment in the workplace must be managed as a potential workplace hazard.

Identify controls

The most important way to reduce the impact of impairment on the workplace is to have a proper policy and response procedure in place. The policy must include clear guidance on how to handle known or suspected impairment at work.

This policy and response procedure should cover what to do in any situation, regardless of the cause of impairment. The policy should be communicated to all workers.

If you become aware of an employee who is showing signs of impairment, it is very important to take action immediately.

Signs of impairment can vary based on the individual and the type of impairment:

- Signs of substance use can include the odour of alcohol or drugs, glassy or red eyes, poor coordination, or slurring.
- Signs of impairment

from fatigue, stress, medical conditions, or relationship problems can include changes in appearance, performance, and behaviour.

Examples of actions to take in the case of suspected impairment at work include the following:

- Call for first aid or emergency medical assistance, if necessary.
- Notify a supervisor who can speak to the employee in a private area to discuss their behaviour. Another supervisor or designated person should be present as a witness.
- If necessary, call a taxi or have the employee escorted home. Do not allow them to drive themselves if you suspect impairment.

If a worker feels that they themselves are impaired, they should immediately notify a supervisor or designated person, who will assist them confidentially.