

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 payroll

payrollar@labortek.com

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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Insect Bites and Stings

Explain dangers

When working outside, you can be exposed to bites and stings. Some examples of insects that you may come across include:

- Ants
- Stinging flying insects such as bees, wasps, and hornets
- Chiggers (red bugs)
- Ticks
- Spiders
- Mosquitoes
- Flies

Some negative health effects that can result from being stung or bitten include:

Lyme disease (from ticks)

- Fever, chills
- Fatigue, muscle and/or joint pain– Rash

West Nile Virus (from mosquitoes)

- Headache, stiff neck
- Fever
- Nausea, vomiting
- Drowsiness, confusion

Allergic reaction

- Swelling in the face/neck, or wherever stung
- Difficulty breathing
- Drop in blood pressure
- Dizziness

Identify controls

Routinely check your body for ticks. If you spot a tick, remove it as soon as possible:

- With fine-tipped tweezers, gently grasp the tick and pull it in an upwards direction, away from your skin. Ensure the tick's mouth parts are also removed from your skin.
- Do not squish the tick. Doing so may cause Lyme bacteria to pass from the tick into your bloodstream.
- Wear insect repellent when you know you are going to be working outside. Products containing 20-30% DEET have been shown to provide several hours of protection.

When applying insect repellent:

1. Always follow directions on the product label regarding correct use and when to reapply
 2. Avoid spraying directly onto your face
 3. Avoid spraying directly onto broken skin, cuts, or wounds– Never spray your hard hat with repellent, as it can damage the material.
- Wear long-sleeve shirts and pants when working outside.
 - Insects are generally

attracted to heavily scented soaps, lotions and floral perfumes. Avoid wearing perfume or cologne, or using perfumed soaps, shampoos and deodorants.

For the same reason, avoid eating bananas and using banana-scented products while on the jobsite.

If using outdoor work tables for lunch and breaks, always clean up after eating and don't leave food out in the open.

Regularly visit publichealthontario.ca to review risk area maps and surveillance reports for Lyme disease, West Nile virus, and other insect-borne illnesses. This can help you to identify if there are any known risks in the area where you are working.