

## 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

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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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## Preventing Infectious Diseases

### Explain dangers

Workers can be exposed to occupational illnesses and infectious diseases because of unsanitary conditions at worksites. Even at a clean worksite where surfaces have been disinfected, workers can be at risk of catching an airborne communicable disease, such as COVID-19.

Infectious diseases can spread in the workplace when:

- An infected worker contaminates a surface or an object, which is then touched by another worker who transfers it to their mouth, nose, or eyes.
- An infected worker coughs or sneezes and the droplets are inhaled into the lungs or deposited in the mouth, nose, or eyes of people nearby.

Factors that may increase the risk of exposure to an infectious disease include the following:

- How close workers are to each other and how much time they spend working closely
- How often they share objects or touch common surfaces
- If they are working indoors or outdoors
- Whether personal protective equipment (PPE) is used, cleaning supplies are available, and sanitary procedures are followed

The risk of developing severe symptoms from an infectious disease, such as COVID-19, increases with age and weight. It is also higher for workers with a compromised immune system or with certain medical conditions, such as respiratory problems.

### Identify controls

Good hygiene practices can prevent the transmission of infectious diseases and keep workers healthy and safe at work.

- Stay at least 2 m (6 ft.) away from other workers. If possible, work in separate rooms or put physical barriers between yourself and other workers.
- If close contact cannot be avoided, wear PPE such as a face mask, safety glasses, and gloves.
- Wash or sanitize your hands often and avoid touching your face, mouth, nose, or eyes.
- Clean and sanitize surfaces or objects regularly. This includes countertops, floors, railings, tools, light switches, and doorknobs.
- Follow the instructions on cleaning product labels and check the safety data sheet (SDS) for any hazards and precautions.
- Use cleaning chemicals only in well-ventilated areas and never mix different chemicals.
- Monitor your supply of disinfectant wipes, cleaning products, and PPE to

ensure that you do not run out.

- Monitor your co-workers for signs of infection such as a fever, cough, and/or shortness of breath. People are most contagious when they are symptomatic.
- Because diseases can be spread by people who do not have any symptoms, assume everyone could be infected when setting up control measures.

Follow these procedures when cleaning:

1. Put on gloves to protect your hands.
2. Clean surfaces or objects with detergent or soap and water first. This may not kill all the germs, but it can reduce their numbers.
3. After cleaning, sanitize surfaces or objects by spraying with a disinfectant.
4. Keep the surface wet with the disinfectant for at least 10 minutes.
5. Rinse the surface with clean water, wipe with a clean towel, and allow it to air dry.
6. Remove gloves, place in a trash bag, and discard. Wash hands after removing gloves.