

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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Explain dangers

We've all been exposed to solvents whether at work or home.

Solvents are often used with paints, lacquers, varnishes, adhesives, thinners, degreasers, cleaners, glues, and mastics.

You can be exposed—and overexposed— to solvents in various ways.

1. Absorption—the solvent penetrates your skin. This could be through direct contact with your skin while you clean tools.
2. Inhalation—you can breathe in solvent vapors when you're applying sealants, glue, and paint
3. Ingestion—this means swallowing. You can ingest solvents from your hands while you eat, drink, or smoke.
4. Injection—this can happen when your skin is punctured by a high-pressure spray gun.

Different solvents can affect your health in different ways.

Short-term effects include:

- * Irritation of eyes, lungs, and skin
- * Headache
- * Nausea
- * Dizziness
- * Light-headedness

You can pass out and even die from exposure to very high concentrations of solvent va-

por. Solvent exposure has three long-term health effects:

1. Dermatitis—this is inflammation of the skin. Look for redness, itching, swelling, and blisters.
 2. Nervous system disorders—you may experience fatigue, muscle shakes, memory loss, or reduced mental performance.
 3. Damage to liver and kidney (chlorinated solvents can cause this.
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1. Dermatitis—this is inflammation of the skin. Look for redness, itching, swelling, and blisters.
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Identify controls

Some solvents are very flammable. Eliminate sources of ignition in the work area.

- When applying solvent-based materials, make sure there's enough ventilation. Open doors and windows. When that isn't enough, use fans.
- When the MSDS requires a respirator, make sure that yours is approved for protection against "organic vapors." The cartridge is pink and marked "OV".
- Avoid skin and eye contact with solvents.
- Follow the instructions on the product label and MSDS regarding protection, storage, handling, etc.
- If you don't understand the instructions, ask for help. Make sure you know what to do in case of an emergency.
- Don't eat or smoke where solvents are being used.
- After working with solvents, wash thoroughly before eating or smoking.
- Don't use solvents to clean your skin or hair.
- Don't weld on materials that have been cleaned with chlorinated solvents. The result can be some very toxic gases.
- Keep lids on solvents when you're not using them. This keeps vapors from getting into the air.