

## 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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## Explain dangers

A hard hat can protect you from cuts, scrapes, and bruises. It can protect you from falling objects, which can cause severe damage to the head and spine. It can prevent electric shock and limit your exposure to UV radiation from the sun.

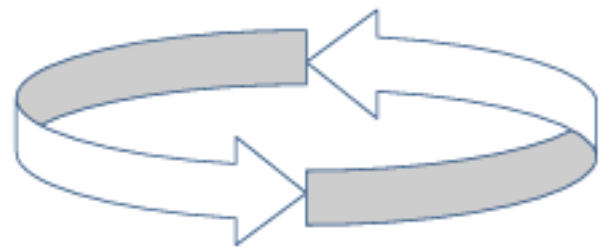
## Identify controls

Hard hats are mandatory for every worker at all times on a construction project in Ontario. Keep the following points in mind to ensure that you get the best use out of your hard hat.

- Use the correct type of hard hat for the job. The hard hat should be labeled with the CSA or ANSI Type and Class of protection.
- A Class E hard hat is required for construction and utility projects. It provides electrical protection up to 20,000 volts.
- Type I and Type II hard hats meet the CSA and ANSI standard for impact protection. Type I hard hats protect the top of the head, while Type II hard hats

## Head Protection

- protect both the top and the sides of the head. Type II hard hats are recommended for use on construction projects.
- Hard hats that are poorly maintained or improperly used can fail. It's important that you follow the manufacturer's instructions.
- Inspect your hard hat every day before you use it.
- Clean your hard hat using mild soap or a cleaning agent recommended by the manufacturer. Never use a cleaning solvent.
- Never wear a baseball cap under your hard hat.
- Never paint a hard hat or make holes in a hard hat.
- A hard hat should normally be worn facing forward. It may be worn backwards only if it has a reverse orientation mark (see below). Reverse Orientation Mark
- Never store your hard hat in the rear window of your car—intense sunlight can make it age more quickly.
- Never spray your hard hat with insect repellent—it can damage the material.
- Hard hats are not made to last forever. Find out the useful life of your hard hat by contacting the manufacturer or reading the manufacturer's instructions



Reverse Orientation Mark