

## 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](mailto: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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## Fall Protection— Basic Types

### Explain dangers

Falls are the number-one cause of accidental deaths and critical injuries in construction. And you don't have to fall far to be injured or killed.

### Identify controls

On many sites, guardrails are the most common and convenient means of fall protection. Where guardrails cannot be used, workers must use another means of fall protection to prevent a fall.

Two basic types of fall protection are travel restraint and fall arrest. Both involve wearing a full-body harness.

#### 1. TRAVEL RESTRAINT

A travel restraint system keeps you from getting too close to an unprotected edge. The lifeline and lanyard are adjusted to let you reach the edge but not fall over it.

A full-body harness used with a travel restraint system attaches to an adequately anchored lifeline or to a lanyard that at-

taches to an adequately anchored lifeline.

#### 2. FALL ARREST

If no other means of fall protection is in place, you must use a fall arrest system if you are in danger of falling:

- More than 3 metres
- Into operating machinery
- Into water or another liquid
- Into or onto a hazardous substance or object.

A fall arrest system must also be worn when workers are:

- On a rolling scaffold that is being moved
- Getting on, working from, or getting off a suspended platform, suspended scaffold, or bosun's chair.

A fall arrest system prevents a falling worker from hitting the ground or any object below. It consists of a full-body harness attached to a lanyard and energy absorber, which reduces some of the force exerted on the

body when a fall is arrested.

The lanyard and energy absorber is attached to an adequate anchor point or to a rope grab on an adequately anchored lifeline.

Full-body harnesses are fully adjustable and available in different sizes. Some types are specially designed for women. Proper fit of the harness is important, especially when it is being used for fall arrest.



**Full-Body Harness**