

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

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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BEHAVIORAL SAFETY—WHO IS RESPONSIBLE FOR SAFETY

Safety is everyone's responsibility! As an employee, you should:

- Learn to work safely and take all rules seriously.
- Recognize hazards and avoid them.
- Report all accidents, injuries and illness to your supervisor immediately.
- Inspect tools before use to avoid injury.
- Electricity can cause shocks, burns or fire if not handled properly.
- Poor material handling may cause back problems or other injuries.
- Tools and equipment can cause injuries if guards or protective devices are disengaged.

Wear all assigned personal protective equipment.

On the other hand, it is management's responsibility to:

- Provide a safe and healthy workplace.
- Provide personal protective equipment.
- Train employees in safe procedures and in how to identify hazards.
- Guards on machines and tools keep body parts from contacting moving equipment.
- Insulation on electrical equipment prevents burns, shock and fire.

Everyone must be aware of potential hazards on the job:

- Poor housekeeping
- Lockout/tagout assures equipment is de-energized before it is

repaired.

Personal protective equipment shields your body from hazards you may face on the job.

In case of emergency:

- Understand alarms and evacuation routes.
- Know how to notify emergency response personnel.
- Implement a procedure for leaving the scene safely so emergency personnel can do their job.
- Wipe up spills promptly and correctly.

Safety benefits everyone. With fewer injuries, a business can be more productive and profitable. By incorporating safety rules, employees avoid injury as well as illness from exposure to hazardous substances.