

## IMPORTANT POINTS

As much as it's important for time-cards 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)

**All incidents or accidents that happen while at work and because of the work that you are doing have to be reported to Labor Tek Immediately WITHOUT EXCEPTIONS**

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## STEP LADDER SAFETY

If you use a ladder only occasionally, chances are it's a stepladder. Accidents happen just as easily with stepladders as with other types of ladders and scaffolding, and the consequences can be just as serious. In fact, a study of ladder accidents found 20 per cent of the injuries involved stepladders. Of 23 cases studied, 12 persons were injured in leisure time and 11 during working hours.

The most common type of accident was when the ladder tipped over sideways. These accidents were caused by reaching out too far to one side, causing an unintentional movement of the ladder. Other causes of stepladder accidents included placing the foot incorrectly, tripping and slipping, defective ladders and makeshift repairs, or failing to fold out the ladder properly.

Here are some safety tips to follow when using a stepladder:

- Inspect the steplad-

der to see if it is in good condition before using it. Ensure the rungs are solid and securely fitted in the stiles. Also check that the spreaders are in good shape and able to lock into place. Look for any twisting or distortions in the shape of the ladder.

- Place the ladder on a solid, even surface. Don't place it on snow or ice. If you must position the ladder in a doorway or another traffic area, make sure the route is adequately barricaded to prevent collisions.
- Lock the spreaders into place before ascending the ladder, and make sure the stepladder legs are fully open.
- A stepladder is designed to be used in the open position. Never lean it against a wall to use it as a straight ladder.
- Never climb onto the top two rungs of a stepladder. If you need to climb higher, get a longer ladder.

- Always face the ladder when climbing up or down, and keep both hands on the side rails while climbing.
- Do not carry tools or materials up or down a ladder with your hands.. Instead, carry them on a tool belt, or move them with rope or a basket. Never overload a ladder with heavy materials, and do not allow more than one person on any ladder at one time.
- Do not reach out too far from the ladder in any direction. If you must reach away from the ladder to work, climb down and move the ladder to a new position.