

## Chevron's Smoking Policy

On May 31, 2006 Ontario passed the Smoke Free Ontario Act. The act prohibits smoking in enclosed workplaces and enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

### What is an enclosed workplace?

An enclosed workplace means the inside of a building, structure or vehicle that an employee works in or frequents during the course of their employment, and includes common areas such as washrooms, lobbies and parking garages. Examples of an enclosed workplace include the inside of the trailer office on a construction site, the inside of a loading dock, or the inside of a delivery truck. The ban on smoking in an enclosed workplace is in effect at all times, even during off-hours when people are not working.



### Employers

#### Every employer must:

- Ensure that employees are aware that smoking is prohibited in enclosed workplaces.
- Remove ashtrays and any object that serves as one.
- Ensure that no one smokes in the work place.
- Ensure a person who does not comply does not remain in the enclosed workplace.
- Post *No Smoking* signs at all entrances, exits, washrooms and other appropriate locations in order to ensure that everyone knows that smoking is prohibited.

### Employees

#### An employee is:

- A person who performs any work for, or supplies any services to, an employer.
- A person who receives any instruction or training in the business of profession of an employer

#### Protection for Employees

- An employer may not dismiss, threaten to dismiss, discipline, suspend, penalize, intimidate or coerce an employee who obeys or seeks compliance with the Act.
- If an employee experiences any of the above-noted actions by his or her employer, the employee may direct complaints to the Ontario Labour Relations Board.

### Enforcement and Penalties

Local public health units will carry out inspections and investigate complaints in workplaces in order to enforce the act.

Any individual convicted of an offence under the section of the act for the protection of employees could be subject to a maximum fine of \$4000.

Any corporation convicted of an offence under this section of the ACT could be subject to a maximum fine of \$10,000.

With respect to the contravention of an employer obligation and a contravention of the general prohibition against smoking, an individual could be subject to a maximum fine of \$5000, while there is no maximum fine for a corporation.

### Need help quitting?

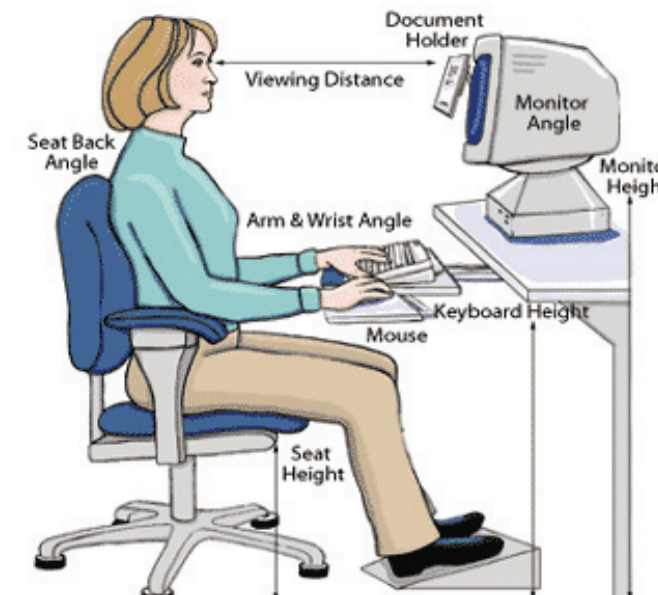
Funded by the Ministry of Health Promotion, the Smoking Treatment for Ontario Patients (STOP) Study is exploring the most effective methods to help Ontarians quit smoking, by examining five different ways to distribute nicotine replacement therapies (NRT) in conjunction with cessation counselling, to people who want to quit smoking.

Call 1-800-350-5305 to see if you qualify!



## Computer Ergonomics

### Components of a Comfortable Workstation



- 1) The monitor should be set at a height so that your neck will be straight.
- 2) Your elbow joints should be at about 90 degrees, with your arms hanging naturally at your sides.
- 3) Keep your hands in line with the forearms, so the wrists are straight, not bending up, down or to either side.
- 4) Thighs should be roughly parallel to the floor, with your feet flat on the floor or footrest.
- 5) If necessary, use a footrest to support your feet.
- 6) Your chair should be fully adjustable (i.e. for seat height, backrest height and seat pan tilt, and, preferably, armrests). It should have a well-formed lumbar (lower back) support to help maintain the lumbar curve.
- 7) There should be enough space to use the mouse. Use a wrist rest or armrest so that your wrist is straight and your arm muscles are not overworked.
- 8) Use an adjustable document holder to hold source documents at the same height, angle and distance as the monitor.

## Test your "smarts"

What was the Soviet Vostok 3 space flight, the first to do?

- 1
  - a) Send a dog to space.
  - b) Orbit the earth.
  - c) Send back tv pictures.
  - d) Land on the moon.

In 1901, who was the first person to transmit radio signals across the Atlantic?

- 2
  - a) Temistocle Calzecchi-Onesti
  - b) Guglielmo Marconi
  - c) Oliver Lodge
  - d) Alexander Muirhead

Which fictional character lived in The Hundred-Acre Wood?

- 3
  - a) Winnie the Pooh
  - b) Sherlock Holmes
  - c) Oliver Twist
  - d) Holden Caulfield

What kind of animal has had its population decrease by 90% since 1970?

- 4
  - a) rhinoceros
  - b) polar bears
  - c) blue whale
  - d) red wolf

Who piloted the first flight across the English Channel?

- 5
  - a) Hubert Latham
  - b) Louis Bleriot
  - c) Charles de Lambert
  - d) Amelia Earhart

## Bonus Question:

What is unusual about the number 8549176320?

For the answers please visit:  
[www.chevronconstruction.com](http://www.chevronconstruction.com)

# 2008 Chevron Christmas Party

On December 14, 2008 Chevron celebrated the holiday season at the Brockville Bowling Centre. Chevron employees and their children and grandchildren had a great afternoon of bowling, eating and even a visit from Santa!



# Coffee Talk



with Chevron Construction Services Ltd.

Winter 2009

## Dica Electronics

In the past three years, Chevron Construction has added 8000 sq. ft. of assembly area for one of Ontario's fastest growing companies - Dica Electronics in Carleton Place.



First Addition in 2006

In Spring 2006, Dica Electronics decided to move ahead with a 2000 sq. ft. addition to house a new assembly area. The 50' wide x 40' long x 11-6' high addition is a Steelway building on a structural slab. The roof of the building is also a Steelway product - an RTL-24 Standing Seam Roof.

Less than two years later Dica made a decision to add more workspace. Starting in August 2008, Chevron built a 6000 sq. ft. assembly area. This addition also included two washrooms and a lunch room. The new addition was matched with the same Steelway building as the first addition.



Second Addition in 2008

Established in 1983, Dica is a high-quality Printed Circuit Board assembly facility. Dica specializes in build-to-order assembly services. Their strategy continues to focus on low to medium volume, high-mix PCB assembly.

For more information and photos of this design/build construction project, please visit [www.chevronconstruction.com](http://www.chevronconstruction.com).



Progression of second Dica Electronics addition.

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