



Issue: 01

Site: All

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Address from the Managing Director

Introduction

Welcome to Conundrum's first safety newsletter. The newsletter will be issued quarterly and compiled using input from employees (and their representatives), managers and safety professionals as well as external safety reports and safety performance data.

To most observers, our company's lost time injury record would indicate a business that is committed to the personal safety of its employees but this as an outcome is not enough.

I would like to see the company in a position where **employees are taking greater responsibility for continually enhancing and fostering safer work practices and outcomes.**

This could involve putting greater effort into your personal presentation, cleanliness around your workstations and the lunchroom, use of documents, preparation and performance of specific tasks, participation in meetings and involvement in decision making covering production, scrapping of capital and acquisition of new capital.

Welcome

I would like to take this opportunity to welcome the newest members of Conundrum who have joined us at McKenzie Creek Quarry and Wim Mix including James Langlands, Gordon Taylor, Allan Ward and Jason Phillips. Robert Smith who was a permanent employee at Wim Mix is continuing with us on a casual basis. Don Rigby is now the quarry manager at McKenzie Creek Quarry.

Also welcome to the below employees who have recently commenced employment with Conundrum:

Head Office –

Mark Hutchison

Stawell Quarry –

Troy Slorach (ex Wim Mix employee)

Northern Quarries –

Anthony Rogers

Matthew Crawford

Michelle Galvin

Safety Meetings

At the end of 2006 Conundrum decided to reconstitute the systems of preparing and running safety meetings, behavioral training meetings and internal and external training practices.

This decision was made for two reasons:

1. An unreasonable amount of time and money was being absorbed with little evidence of improvement; and
2. An investigation of an incident that occurred at Stawell Quarry in mid 2006 showed there was a lack of understanding of our current systems by managers and employees.

After reading the consultant's report on the Stawell incident it seemed obvious that our systems for managing a safe working environment were too complex to be articulated by managers, employees or others. As a result of this report, safety meetings and behavioural training meetings were consolidated in to 20 programmed annual safety meetings.

We will also be putting more effort into building on your skills through vocational training with a firm aim of two units per year by all employees over the next 5 years.

I see these changes as the process of continual improvement; we cannot continue to perform our duties as we did five years ago when clearly there is internal and external evidence showing us a clearer way of attaining our desired outcomes.

All managers and employees must be fully aware that the auditing systems used to collect the information underpinning previous safety meetings have not been disbanded. They will continue to be carried out either internally or externally and non-compliance will be treated as a serious breach of the obligations outlined in your job descriptions: non-completion of daily summaries or checklists through to non-completion of external reports on lifting equipment, for example.

In summary, let's work together for a safer workplace over the next twelve months, through employee and manager participation.

Written by: Ron Kerr



Employees Safety Noticeboard

Role of Your Health & Safety Representative (HSR)

Conundrum Holdings Pty Ltd has implemented a system of handling and resolving complaints and feedback since it began operating. This complaints system was improved over time to what you now know as the *Issue Resolution Procedure*. In essence, employees of Conundrum have always been strongly encouraged to put forward ideas or information about risks to health and safety and measures that can be taken to eliminate or reduce those risks.

Conundrum management encouraged you to elect a HSR late in 2005 in order to facilitate greater employee participation in matters relating to health and safety.

Your site's HSR is elected to represent you on all matters relating to your health and safety at work. Your HSR will be given formal (Work Safe approved) training in OHS as well as training in facilitating meetings. An election to fill the HSR role will take place once every 3 years (unless the HSR chooses to resign their position before the 3 years is up).

The HSR has an important role to play through:

- Speaking up and acting on behalf of employees on OHS issues;
- Monitoring the health and safety actions implemented by Conundrum;
- Looking into anything that might be a risk to the health and safety of employees; and
- Attempting to resolve with site managers any health and safety issues that could affect employees.

Briefly, at Conundrum these responsibilities will be fulfilled through the HSR:

- Regularly inspecting all areas of work (AW), both informally and accompanying persons carrying out site audits, and reporting any observed OHS issues on an "Issue Resolution Form" {1325};
- Contributing to the Site Manager's Resolution section of any {1325} raised on an OHS issue and ensuring that these are resolved in a timely matter;
- Running Site Safety Meetings;
- Submitting articles to be printed in this section of the Safety Newsletter;

- Presenting company documentation to employees for their input and providing feedback to the Technical Document Officer (through the "Record of Site Safety Meetings" {869}); and
- Ensuring that all employees are involved in decision making in relation to proposed plant, consumable or work practice changes that may affect their health and safety, as per the "Conundrum Holdings Employee Consultation and Engagement Policy" {849}.

While management personnel continue to take up an active role in OHS at Conundrum, there is still room for improvement. In order to reach the desired outcome, our efforts for continual OHS improvements need to be supported by all employees. I would like to see the elected HSR's facilitating a greater emphasis toward continued OHS improvements by all employees though actively and enthusiastically embracing their role.

Further information relating to the roles, responsibilities and rights of a HSR can be found in the "Job Description for Health and Safety Representative" {1759} and the following Victorian WorkCover Authority (VWA) publications available through WorkSafe Website: Information for Health and Safety Representatives; Employee Representation; and Talking Safety Together.

Written by: Tom Kerr

Upcoming Dates of Importance

Safety Meetings

Upcoming "Safety Meetings" {869} include:

- 5 – Hazard Risk Assessment
April 2007
- 6 – Mock Emergency
May 2007
- 7 – Site Signage
May 2007
- 8 – Daily Safety Checklists
June 2007

Safety Newsletter

The next "Safety Newsletter" {860} will be published in June 2007