



**Issue: 02**

**Site: All**

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## Address from the Managing Director

Welcome to the second edition of our safety newsletter. Through each of these briefings I will draw on a specific issue in an attempt to pass on a better understanding of Conundrum's safety culture.

To recap the previous edition, the issues highlighted were:

1. Consolidation of safety meetings into 20 programmed Site Safety Meetings, and
2. Developing your vocational skills, aiming for approximately two units from the MNQ Training Package every 12 months.

In the first newsletter I mentioned that I would like to see employees taking greater responsibility for enhancing and fostering safer work practices. I wonder how many of you have considered this message and actively involved yourself in the company's safety culture? Clearly, if employees who hold responsibilities as safety officers do not feel they are being given the required respect and attention, we're failing. Last edition's Employee Safety Noticeboard discussed the role of your Health and Safety Representatives. Recognition of their role is not only required to come from their managers but also from their fellow workers who they are representing.

I have seen no change to date in the use of the company's tools, in particular the *Issue Resolution Form* and Site Safety Meetings, to enhance or improve daily work processes. One could go even further and say that commitment is not yet ideal as not all scheduled Site Safety Meetings have been carried out during their nominated weeks. As a company capable of actively monitoring production outcomes, we must work towards putting more attention into monitoring our safety culture.

## Employee Consultation and Engagement

Most of you were involved in the development of the *Conundrum Holdings Pty Ltd Employee Consultation and Engagement Policy* through safety meetings towards the end of last year. I would like to congratulate you on this effort and draw your attention to reviewing it again to ensure it remains relevant to you as employees. I would also like to see managers bringing forth evidence of employee involvement in recent capital purchases and upgrades.

The concept of the policy is to ensure that all employees are consulted on issues that may affect their activities so

that money is spent wisely by means of enhancing production outcomes, improving safety and minimising our environmental footprints.

In summary, I would like you to consider whether you have taken on board the messages put forward in the previous newsletter and whether you will take on board the issues discussed in this newsletter and, if not, whether you should approach your manager to assess your role in safety within the company. If you are finding compliance requirements impossible to meet in the areas of communication, reporting and offering suggestions, personal protective equipment, and carrying out tasks without endangering others or yourself, consider: if unable or unwilling to participate should I be looking for work in a different industry?

## Reports on Employees

I would like to take this opportunity to express my gladness that one of our colleagues at Horsham is well on the road to recovery after a serious illness and that we are anticipating his return to active duties in the near future.

*Written by: Ron Kerr*

## Employees Safety Noticeboard

### Why get involved in safety?

In the last edition I wrote about the role of our Health and Safety Representatives (HSR) and in particular I mentioned that they are there to speak up and act on our behalf on OHS issues. I also mentioned that Conundrum's efforts for continual OHS improvements need to be supported by all of us. Having said that, how many of us have put forward an idea or suggestion to our HSR over the last twelve months?

In speaking to OHS professionals from other industries I have found that it is most often the employer who is reluctant to take up their OHS responsibilities with the pressure for OHS improvements usually coming from some employees in the field. At Conundrum the emphasis on safety has always come from the top level of management, I find it somewhat ironic then that our managers are faced with such a struggle in getting everyone on board.

One of the main objectives of the last review of the OHS Act was to force greater co-operation between employers and employees on workplace health and safety issues. Our *Employee Consultation and Engagement Policy* was written with this in mind although it would seem that it is often the employees who are not cooperating with



the employer.

So, why should we get involved in safety?

Clearly, as employees working in the field on a daily basis we are best positioned to:

1. Pick up on or identify and report any safety issues,
2. Use our specific workplace knowledge and expertise to make judgments on the appropriateness of different processes or control methods,
3. Evaluate daily activities and put forward any ideas on how they could be done better, and
4. Make our workplace a safer place to work.

If used effectively, the safety systems that are in place at Conundrum will not only improve safety but will also go a long way to improving productivity, working conditions and the overall image of our company to our customers.

It is our workplace and our health so we should be taking ownership.

## Identified issues require more detailed investigation by responsible managers

Looking at a number of recent *Issue Resolution Forms* and *General Complaints*, I am concerned that not enough effort is being made by managers to fully investigate the issues brought forward, in particular with respect to confirming compliance to our documented management systems. If you ever need assistance in finding a procedure or believe a written procedure is ambiguous, let me know.

The issue resolution pathway is supposed to act as a tool for continuous improvement. As such it is particularly important that you as managers continue to fully support your employees and encourage them to bring forward issues and ideas. However suggestions for improvement should only be put forward once the current documented processes are looked at and fully understood.

*Written by: Tom Kerr*

## Upcoming Dates of Importance

### Safety Meetings

Upcoming "Safety Meetings" {869} include:

- 9 – Permit to Work Systems  
June 2007
- 10 – Hazard Risk Assessment  
July 2007
- 11 – Manual Handling  
July 2007

12 – Crane Safety  
August 2007

13 – Induction Refresher  
August 2007

14 – Safety Newsletter and Issue Reporting  
September 2007

### Safety Newsletter

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