



**Issue: 03**

**Site: All**

**Date: September 2007**

## Address from the Managing Director

Thankyou for taking the time to look at this edition of our Safety Newsletter, the third for 2007. To date I have detailed our company's position on:

1. Our ongoing safety program and commitment to addressing vocational training requirements (Issue 1)
2. Employee consultation and engagement (Issue 2)

## Annual employee reviews

It has come to the time of year where employees, managers and sites are reviewed. At the end of the last review period you were individually advised in writing of the significant changes that came into effect at the start of this review period. You were reminded of the impending performance assessment in a letter sent on the 4<sup>th</sup> July. Please review your *Job Folio* so that you are fully prepared in advance.

## Site Inspections by Managing Director

During the last month I carried out site audits and it has come to my attention that we are not yet utilising the issue resolution process effectively, completing our daily summary reports or, for that matter, filling in our wage books as and when is required. Other findings from these audits were that we need to pay more attention to ensuring that guards are replaced once maintenance tasks are completed; isolation procedures are being complied with; and general housekeeping is being upheld.

## Company budgets 2007-2008

An exhaustive review of the way in which we collect and present budgetary information has recently been completed. In the capital acquisition component of the budget we have concentrated on improvements in areas pertaining to emissions, safe access, equipment servicing and materials handling. As a result, the following changes will take place:

- **Wim Mix** – new control room and electrical upgrades, improvements to the settling pits and handling of wastes and the introduction of a chemical storage facility.
- **Stawell Quarry** – new hydrocarbon storage, improvements to suppression and management of dust and purchase of new sales loader.
- **Northern Quarries** – hydraulic hammer over new

primary, pressurised control room, replacement of outside toilet and the purchase of a tool handling unit, a welder with RCD control and a cutting saw to replace high speed grinders.

## Reports on Employees

I would like to take this opportunity to welcome the following employees who have recently commenced employment with Conundrum:

- **Wim Mix** – Johnathon St Clair, Concrete Agitator Operator.
- **Stawell Quarry** – Adrian Davidson, Trainee Dump Truck Operator.
- **Northern Quarries** – David Johnston, Plant Maintenance and Fabrication Employee. Also Mark Hutchison has moved from casual employment at Head Office to full time employment, based primarily at Northern Quarries.

*Written by: Ron Kerr*

## Employees Safety Noticeboard

### Have your say

As you should now be aware, the annual employee reviews are due to be held in the coming month.

Your field knowledge and experience mean that you are well placed to provide your manager with feedback that can be used to improve your workplace.

As such, I urge you to take this opportunity to have your say, specifically in relation to:

1. Any ideas you may have on how work practices could be modified to improve safety or productivity.
2. Any specific training that you think would benefit you or others in some area.
3. Whether there are any additional roles within the company that you feel you would be suited to.

Remember that you are strongly encouraged to put forth any ideas or concerns on an *Issue Resolution Form* at any time

*Written by: Tom Kerr*



## Upcoming Dates of Importance

### Safety Meetings

Upcoming “Safety Meetings” {869} include:

- 15** – Hazardous Substances and Dangerous Goods  
September 2007
- 16** – Re-Issue Job Folios  
October 2007
- 17** – Light Hand Tool Maintenance  
October 2007
- 18** – Mock Fire Drill  
November 2007
- 19** – Tyre Safety  
November 2007
- 20** – Safety Newsletter and Christmas Shut Down  
December 2007

### Safety Newsletter

The next “Safety Newsletter” {860} will be published in December 2007.