



Issue: 08

Site: All

Date: December 2008

Address from the Managing Director

Welcome to the 4th and final issue of the Safety Newsletter for 2008. I would like to thank you all for your efforts over the last twelve months that have seen no reportable or lost time injuries and for your input into your site's safety meetings.

Issue Resolution Forms

In the last issue I commented on the importance of using the *Issue Resolution Forms* to raise and record issues with management. The following table compares the use of the Forms at each site over the 2007 and 2008 periods and draws attention to the areas where improvements will be expected in the New Year:

	Site	2007	2008
Forms raised	SQ	54	72
	NQ	185	181
	WM	58	74
Forms resolved	SQ	70	56
	NQ	159	171
	WM	54	73
Avg. days taken for resolution	SQ	193	98
	NQ	48	81
	WM	38	37
Rating	SQ	-0.28	-0.48
	NQ	0.26	0.44
	WM	-0.13	0.45

The performance rating has been calculated using the number of forms raised and resolved for the period and takes into account the number of employees at the site. A rating of 0 is the minimum standard expected and equates to one form raised and resolved per employee per month. An updated rating will be printed in each issue of this Safety Newsletter to monitor and trend the use of *Issue Resolution Forms* at each site.

Reports on employees

We welcome the following employees who have recently commenced employment with Conundrum:

- **Northern Quarries:**

Shane Snyder – Trainee Quarry Face Dump Truck Operator
Mark Gibbs – Plant Maintenance & Fabrication Employee

- **Stawell Quarry:**

Gareth Martin – Trainee Combined Crushing Plant Operator

Christmas Shut Down Periods

Stawell and Northern Quarries will be closed for sales from 4pm on Tuesday 23rd December and reopening on Wednesday 7th January.

Wim Mix will be closed for sales from 2pm on Friday 19th December and re-opening on Wednesday 14th January.

I would like to take this opportunity to wish you all a happy Christmas and a safe, enjoyable break over the festive season.

Ron Kerr, Managing Director

Employees Safety Noticeboard

A Health and Safety Committee Meeting was held on the 20th November at Stawell Quarry between each site's Health and Safety Representative (Charles Kerr, Scott Ezard and John StClair) and the OHS Manager (myself). The following discussions took place at the meeting:

Site Safety Meetings

The HSRs are concerned with the difficulty of getting all persons to actively participate in the Site Safety Meetings. Concerns were also raised with the difficulty of setting dates and times for meetings due to processing commitments and absenteeism. It was discussed that appropriate meeting times will depend on the length and detail of the meetings – HSRs will try to avoid holding detailed meetings at times when concentration levels are likely to be low. The HSRs commented that it would be good if they could set a regular day and time to hold the meetings so that the site could plan ahead (e.g. every second Tuesday afternoon).

As a result the number of meetings to be held each year has been revised from 20 down to 18 and the meeting dates will be printed on the 2009 company calendar, being the Tuesday of the week that they fall due.

Management Support

All HSRs felt that managers were responding to raised issues appropriately and within a reasonable timeframe.

Recent Safety Issues

The new isolation procedures were discussed. The HSRs commented that the system had been taken up well, with Stawell and Northern now using the system better for mobile plant. A concern was raised with having to



isolate plant for very brief or minor tasks. I pointed out that the best option would be to redesign the task to eliminate the need to lockout (e.g. remote greasing systems, modify guarding etc.)

The next Health and Safety Committee Meeting will be held in May 2009.

Tom Kerr, OHS Manager

Upcoming Dates of Importance

Safety Meetings

Upcoming *Site Safety Meetings* include:

- 1 – Fitness for Work
20th January 2009
- 2 – Personal Protective Equipment
10th February 2009
- 3 – Take 5
24th February 2009
- 4 – Equipment Isolation, Lockout and Plant Guarding
17th March 2009

Safety Newsletter

The next *Safety Newsletter* [CH 4.xv.0860] will be published in March 2009.