



Issue: 09

Site: All

Date: March 2009

## Employees Safety Noticeboard

### Address from the Managing Director

#### Recent Incidents

We have been fortunate over the last 3 months that several near miss incidents did not result in more serious consequences or significant injury.

The three incidents were partially just bad luck, but they are also reflective of the fact that as a company we must continue to get involved in our site safety meetings, external training and reinforce the need for vigilance.

We do not always see a potential danger when totally engrossed in a task so it is important for everyone to look out for each other. Where you feel a risk could result in an accident, point it out and work together to eliminate it. This may be as simple as housekeeping or elimination of spillage, dust emission or noise.

It is quite clear in my mind that if we work to minimise these four issues alone we will end up with a more acceptable workplace.

#### Reduced Operating Hours

Due to light and the reduction in sales, NQ and SQ are not to commence work until 7am, this includes sales and production and plant maintenance/fabrication. This may be reviewed at the conclusion of day-light-saving or as a result of a pick up in sales activity.

#### Issue Resolution Forms

On a final note I am not seeing enough Issue Resolution Forms being raised. These could be for a good idea which should be shared with other sites. Our site budgets will need to be presented by managers in May, as such the use of the Issue Resolution Form at this time may be an appropriate vehicle to initiate the allocation resources.

*Ron Kerr, Managing Director*

#### Employee Training

Alan Ward, Jason Philips and Johnathon StClair are all nearing the completion of their Cert III in Road Transport and Distribution, having completed the required units with DECA. This is a great achievement and I would like to congratulate them on the work done so far.

Charles Kerr and Chris Rachor began their Cert IV in extractive industries at Box Hill Institute back in February. Reports so far have been that the course is worth while and has introduced them to a range of aspects of quarry management that they had not been involved in before.

Assessments have been organised at Northern Quarries on Monday 27<sup>th</sup> April and Stawell Quarry on Tuesday 28<sup>th</sup> for operators who do not yet hold a certificate of competency for the machines they operate. Wayne, Mark G., Mark H., Eric, Shane & Andy will need to be available on the 27<sup>th</sup> and Brian & Garry on the 28<sup>th</sup> for their respective tickets. Please ensure that you have studied the assessment material before these dates.

#### Continuous Use of Job Safety Analyses

I have been impressed with the number of JSAs that have been completed before carrying out maintenance tasks over the last quarter. This is a testament to the vigilance of each site's HSR and management. If nothing more JSAs force participants to talk through a task before starting, leading to more efficient processes.

It must be noted that although JSAs are no longer legally required for all tasks, they continue to be the first thing WorkSafe or other investigative bodies will ask for when attending to an incident. This highlights the importance of continuing to use these as tools for reducing risks arising from hazards associated with our activities.

*Tom Kerr, OHS Manager*

### Upcoming Dates of Importance

#### Safety Meetings

Upcoming *Site Safety Meetings* include:

- 5 – Hazard Risk Assessment  
7<sup>th</sup> April 2009
- 6 – Mock Emergency  
5<sup>th</sup> May 2009
- 7 – Site Signage  
19<sup>th</sup> May 2009
- 8 – Daily Safety Checklists & Safety Newsletter  
2<sup>nd</sup> June 2009



# SAFETY NEWSLETTER



## Safety Newsletter

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