



Issue: 07

Site: All

Date: September 2008

Address from the Managing Director

Welcome to the September Safety Newsletter and thank you for keeping our sites safe over the last three months.

We may not have had any reportable safety incidents but have we been doing all that is needed to ensure our sites are safe? Reviewing the June Safety Newsletter you will see that I listed the seven tools or lines of defense which are used to assist in creating a safe workplace. Each of these activities involves every person's commitment for the best outcome.

It is with some disappointment that I must inform you that there is clear evidence available as a result of our tracking procedures; Issue Resolution Forms are not being used to the company's expectations.

As an employee you must report incidents, concerns and suggestions which will improve your work environment. An incident may be damaging and item of plant or it may be a near miss. This is often laughed off at the time but it may have a different outcome and as such is it imperative we all know about it so that actions can be undertaken to address or prevent a future reoccurrence.

Please consider your family and work mates next time you experience or witness an issue which could have been prevented and report it in the appropriate manner though the use of an Issue Resolution Form.

On a final note all managers are put on notice to ensure that all Issue Resolution Forms are sent to me on the date they were raised and no later.

Reports on employees

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

- **Stawell Quarry:**

Matthew Fry – Trainee Sales Loader Operator

Ron Kerr, Managing Director

Employees Safety Noticeboard

Issue Resolution Forms

Issue Resolution Forms are our primary mechanism for recording and resolving issues and incidents, particularly those relating to safety. As previously, it is expected that the forms shall be used regularly by all employees to communicate ideas for areas of improvement. The *Procedure Document for Issue Resolution Forms* [CH 4.vii.1400] lists possible reasons for raising an issue resolution form as being reporting issues or suggestions relating to:

- Maintenance requirements
- Equipment failures
- Product quality
- Environmental management
- Areas of high risk of personal injury or illness
- Dirty and/or noisy working environments
- Poorly designed or difficult to use equipment
- Poor job design including boring or dangerous work
- Lack of support from managers
- Non-compliance to company rules or policies
- Bullying, harassment or conflict in the workplace
- Suggestions for training participation
- Suggestions on how to improve product quality
- Suggestions on how to increase production

I would strongly encourage all employees to regularly discuss safety issues with their site health and safety representative (HSR), their manager and myself. You may also request that your HSR or myself raise an *Issue Resolution Form* on your behalf where required.

Provisional Improvement Notices

Under section 60 of the Occupational Health and Safety Act 2004, a site's HSR may issue a provisional improvement notice (PIN) to any person (including their manager) that has breached a provision of the OHS Act. A PIN may only be issued after that person has been consulted about remedying the breach.

If an *Issue Resolution Form* is raised in relation to a breach of the OHS Act but is not resolved in a timely manner, the site's HSR has the power to demand a resolution through the issue of a PIN. Non-compliance to an issued PIN is an indictable offence, i.e. it is a legally binding document.

More information on PINs and a downloadable PIN form can be accessed via the WorkSafe website; www.workcover.vic.gov.au by following the link to information for to Health and safety reps.

Tom Kerr, OHS Manager



Upcoming Dates of Importance

Safety Meetings

Upcoming *Site Safety Meetings* include:

- 15 – Hazardous Substances & Dangerous Goods
September 2008
- 16 – Re-issue of Job Folios
October 2008
- 17 – Fire Extinguishers
October 2008
- 18 – Mock Fire Drill
November 2008
- 19 – Compressed Gases / Oxy Cutting
November 2008
- 20 – Safety Newsletter and Christmas Shutdown
December 2008

Safety Newsletter

The next *Safety Newsletter* [CH 4.xv.0860] will be published in December 2008.