



Issue: 11

Site: All

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## Address from the Managing Director

### A New Era in Safety Training

Congratulations to all employees who were involved in the development of our company's first e-learning tool 'Conundrum Holdings Site Induction'.

I would personally like to thank Digicast Productions and Tom Kerr for providing and developing a resource which will ensure a more consistent and accessible message for any person entering a Conundrum site to carry out works.

This resource is in line with the companies continued commitment to the safety of those persons entering and working on our sites. Its development goes back to my need as a company director to provide written proof to our principals in the 1980's. It also has its core messages drawn from our company's current procedure documents and its site safety management systems. These include:

- i. Site access
- ii. Personal protective equipment
- iii. Traffic management
- iv. Risk assessment
- v. Safe operation of plant and equipment
- vi. Isolation procedures
- vii. Silica dust
- viii. Working at heights
- ix. Explosives
- x. Environment
- xi. Emergency response procedures

The cost of developing this resource including preparation of templates, site visits, filming, editing and trail runs was in excess of \$25,000.

All employees and contractors will be required to view this resource and undertake its test.

The company's policy of renewing site inductions will still continue with the use of this new e-learning tool.

This tool is still only part of the process of inducting a person onto our sites and all existing requirements regards supervision, mentoring, on site registration and specific one on one induction will continue.

The development of this tool was approved on the grounds that it would approve and enhance the take up of information and lower the cost being incurred with the existing process.

*Ron Kerr, Managing Director*

### Reports on employees

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

- **Northern Quarries:**

Shaun Bullock – Trainee Quarry Face Loader Operator

Marc Duncan – Trainee Quarry Face Excavator Operator

Briony Rowley – Casual Trainee Weighbridge Officer

## Employees Safety Noticeboard

A Health and Safety Committee Meeting was held on the 17<sup>th</sup> September at Stawell Quarry between each site's Health and Safety Representative and the OHS Manager. The following issues were discussed at the meeting:

### Site Safety Meetings

The HSRs felt that the safety meetings had improved at their sites over the past 12 months with better attitudes and participation from all employees. It is important that everyone gets to the meetings on time and assists with planning ahead by letting their managers know when they need to leave early etc.

The change to 18 scheduled meetings this year seems to be more manageable than the 20 meetings scheduled last year.

### Management Support

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

### Recent Safety Issues

Major safety initiatives from the past twelve months were discussed:

The **induction video** has received positive feedback from both contractors and employees alike. Comments have included that the video is comprehensive while being easy to understand.

The introduction of compulsory **high visibility clothing** across all sites has been taken up well by most employees. It is evident that the new colours do stand out better and hence should improve the safety of pedestrians around our sites.

The compulsory use of **eye protection** around the sites has also been taken up by most employees. It was noted that concrete agitator operators need to wear eye protection whenever slumping or discharging concrete.

The **isolation and lockout** system introduced last year was briefly discussed. The system continues to be employed regularly by all workers.



## Elections for 1<sup>st</sup> Aid Officers

As of this year's employee wage review, first aid allowance will only be paid to the site's nominated first aid officers. People wishing to take on this role for their area of work will need to nominate at the next safety meeting. If more than one employee nominates for a given area of work it will be put to a vote.

First aid officers will be responsible for monitoring first aid kits within their area of work and ensuring all injuries are recorded on a casualty report form.

The available first aid officer positions will be as follows:

Stawell Quarry:

1. Office complex first aid officer
2. Processing plant first aid officer

Northern Quarries

1. Office complex first aid officer
2. Processing plant first aid officer – Cooper St
3. Processing plant first aid officer – O'Herns Rd

Wim Mix

1. Concrete plant first aid officer

## HSR Elections – Stawell and Northern

Scott and Charles' three year terms as Health and Safety Representatives have come to an end. As such an election will be held for new HSRs at Stawell and Northern Quarries.

The HSRs are required to attend a 5 day OHS course and refresher training from time to time. HSR will be involved in running safety meetings, reporting employee safety concerns and assisting managers with the role out of safety initiatives.

If you would like the opportunity to develop your leadership and communication skills, you should nominate for the position of HSR.

I would like to thank Scott and Charles for their efforts in this role over the past three years and commend them on a job well done.

*Tom Kerr, OHS Manager*

## Upcoming Dates of Importance

### Safety Meetings

Upcoming *Site Safety Meetings* include:

- 14 – Hazardous Substances and Dangerous Goods  
15<sup>th</sup> September 2009
- 15 – Re-issue Job Folios and Induction Refresher  
6<sup>th</sup> October 2009
- 16 – Fire Extinguishers and Mock Fire Drill  
20<sup>th</sup> October 2009

17 – Tyre Safety  
17<sup>th</sup> November 2009

18 – Christmas Shutdown & Safety Newsletter  
15<sup>th</sup> December 2009

### Safety Newsletter

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