



STAFF NEWSLETTER

June 2018

INDUSTRY NEWS



FROM THE EHS MANAGER

KEY DATES

The focus of the month is Safety and we take this opportunity to highlight its importance across our sites and teams.

Any accidents, incidents or issues must be immediately reported to your Supervisor or Area Manager and an Incident Report Form must be completed and sent to our BIC safety officer within 24 hours.

We consider that one of our primary obligations to our employees is to provide you with a safe working environment.

There is a lot of rain and cold conditions at present, so please remember your safety training and safety briefings on your job. Take extra care when you are working with wet floors and entranceways and ensure that the appropriate safety signage is prominently displayed for all to see and remains in place until the floors are dry.

All of our sites are equipped with BIC Operations Folders containing our Policies, Safety Work Method Statements, Safety Data Sheets, Incident Report Forms, amongst other crucial site policies and procedures.

UPCOMING KEY DATES



- **Stress Down Day - Lifeline**
- 24 July
- **White Ribbon Night - To end violence Against Women**
- 27 July
- **Donate Life Week**
- 29 July to 5 August
- **International Day of Friendship**
- 30 July
- **National Tree Day – Planet Ark**
- 31 July

BIC UPDATES

WORKPLACE HEALTH & SAFETY UPDATE

LOOK AT YOUR "Removing Rubbish

Poster" on the wall: **1)** Always wear gloves when handling waste and never reach in or put your hands into any bin; **2)** Always use your legs and not your back to lift waste – bend knees, keep back straight and lift the load to your waist slowly by straightening your legs. If the waste is too heavy use suitable equipment or work as a team to pick up or move the waste; **3)** Always keep waste and recycling streams separate and place them into the correct bins - the building's waste program must be followed at all times; and **4)** Wash and dry your hands and your gloves thoroughly when you have finished cleaning.

Safe disposal of syringes: **1)** Do not be alarmed; **2)** If possible acquire a sharps container. If one is not available, a container with a well secured lid, preferably a screw top, will be appropriate. Rigid plastic containers are the best (e.g. plastic milk, juice or soft drink bottles). Avoid using glass which may shatter, or aluminium can which may be squashed; **3)** Never touch the sharp point with your fingers or hands; **4)** Bring the container to the needle and syringe and place on ground or other horizontal surface; **5)** Using tongs, litter picker or similar, pick up the needle and syringe from the blunt point and place in the container with the sharp end first; **6)** Do not carry the needle and syringe unless it is in a suitable container; **7)** Make sure the container is tightly sealed; and **8)** Put the sealed container in a larger sharps container bin and then advise BIC Head Office to organise the safe removal from site as required.

REMINDER OF WHS WET FLOOR

PROCEDURE: We use Cone Wet Floor Signs for all entrances and exits to buildings and also in foyers during wet weather and also when cleaning or there is a wet floor for any reason. These tall cone signs are more visible and must be used at all times in replacement of the folding floor signs for these areas. You must use multiple Wet Floor Cones so that they are clearly visible from all angles when entering and exiting the building. All Wet Floor Cones should be spaced at intervals of no greater than 5 to 10 meters so that signs can be seen at all times. The number of Wet Floor Cones to use will depend on the size of the building so ask your Supervisor if you are not sure.

We also use Closed for Cleaning Doorway Signs which are suspended across doors. These door signs must be used whenever you are cleaning any toilet or kitchen area. These areas will be off limits during cleaning and will not be accessible to the public under any circumstance. Any public who removes these signs must be reported to security and your Supervisor immediately. The signs must also remain in place until the floors are completely dry, especially after mopping - you will need multiple door signs so that you can leave them in place to allow the floors to dry so, ask your Supervisor if you do not have enough signs. Staff must check the floor before removing the signs to ensure that they are dry. These door signs are to be used at all times - during and after hours.

BIC UPDATES

EMPLOYEE OF THE MONTH



Jashandeep Sandhu– 140 St Georges Terrace

Jashan is a valuable member of the BIC team at St Georges Terrace.

She constantly receives positive feedback from our clients. She constantly goes above and beyond to get the job done.

Thank you for your hard work and dedication

Ajay Palsingh
Area Manager



POSITIVE FEEDBACK



I am the Facilities Manager for the Trains & TFNSW at 477 Pitt St.

I just want to compliment the great work Michael & his cleaning staff do here. Kitchens & toilets always look good, Michael is always approachable & goes out of his way to ensure any issues that arise are dealt with immediately. Not only to speak to me, but also contacts the staff member directly.

Small jobs area taken care of straight away, even when they are very busy. I so appreciate the care & the time they give to our floors & I hope they can be recognized for good works.

Sue Simpson
Facilities Manager
477 Pitt Street, Sydney

I would like to Praise the work and efforts ALI ALAWEEN provides as a Site Manager at 363 George Street.

I have been with Yancoal for 4 and half years. During this time, the general cleaning provided to our floors were always consistent, clean and prompt. If a staff reported sick or on leave, there will always be someone covering to make sure the cleaning has been done. Whenever we ask for an extra service, Ali will attend to the request and talk to me to understand what is our expectation and explain what will be provided. If I call Ali for an emergency cleaning, he will come within 5 minutes to see the job and send someone to attend to it with no delay. If I call to complain that a job has not been completed to the expected standard, Ali will come with a cleaner and supervise him/her until the job is finished. One time I had a meeting which was starting in 10 minutes and the previous night meeting finished late. Ali was cleaning with me while another cleaner was vacuuming the floor.

I have rarely had a complaint from any staff about missed cleaning or a job not done properly.

Ali, I really appreciate your work, your approach to issues and endless effort and attendance to matters. Keep on the good and hard work. Your personality compliments all the above.

Hala Shafik
Corporate Receptionist
363 George Street, Sydney