



STAFF NEWSLETTER

June 2017

INDUSTRY NEWS



FROM THE HR MANAGER

KEY DATES

New award wages and allowances come into effect from July 2017.

Who do the new rates apply to?

The increase only applies to employees that get their pay rates from:

- the national minimum wage
- a modern award or
- a registered agreement (in some cases).

The increase will not affect employees who are already getting paid more than the new minimum wages.

When do the new rates take effect?

The new pay rates apply from the first full pay period commencing on 19 July 2017.

UPCOMING KEY DATES



- **Dry July**
- 1 to 31 July
- **Bastille Day**
- 14 July
- **White Ribbon Night**
- 29 July
- **National Tree Day**
- 30 July

BIC UPDATES

WORKPLACE HEALTH & SAFETY UPDATE

LOOK AT YOUR "Chemical Safety Poster" on the wall :

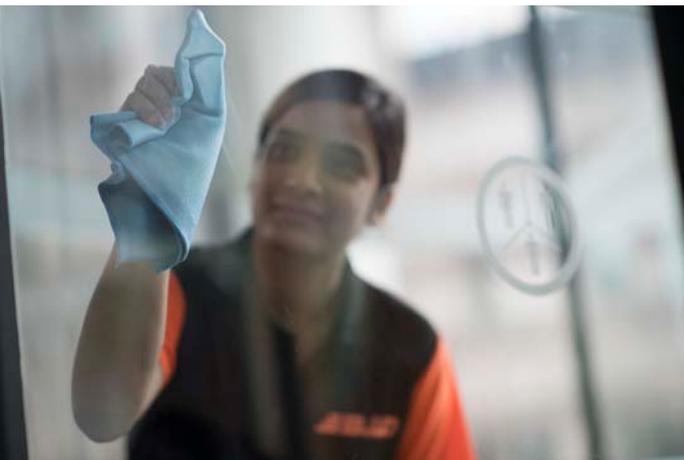
- 1) All chemical containers must be labelled and stored on shelving within or above a bunding tray;
- 2) All chemicals must be supplied with detailed safety data sheets (SDS) - chemicals should only be used if you have read the SDS and always follow the instructions and never bring your own chemicals onto any BIC work site;
- 3) Always add water first to the container and then add the chemical to the water and, never mix two or more chemicals together;
- 4) Always wash your hands with soap and water before and after you use chemicals and do not eat, drink or smoke while working with or near chemicals.

Smoking, Alcohol and Drugs: All BIC work sites are non-smoking, drug and alcohol-free sites. No one is authorised to consume or be under the influence of drugs or alcohol whilst at work. No one is authorised to smoke in the building or anywhere surrounding the building within 20 metres of the work site, unless you are in the designated smoking areas of the building. Should you have an authorised break and wish to smoke in the designated smoking area, you must ensure that you have covered your work uniform with a jacket, shirt, etc. - the company logo must not be visible at any time. Any incidents of this nature will result in immediate dismissal.

LOOK AT YOUR "Slips, Trips and Falls Poster" on the wall:

- 1) Clean up all spills, water and litter on floors immediately;
- 2) If floors are wet or slippery, barricade off the area and place warning signs surrounding the area to clearly warn people to stay away. SIGNS MUST REMAIN IN PLACE UNTIL THE FLOORS ARE COMPLETELY DRY;
- 3) Remove clutter and obstacles from all walkways and passageways and never leave your power cord suspended;
- 4) When cleaning high surfaces, always use the correct equipment such as ladders and step ladders and use the equipment as instructed and in accordance with the SWMS.

Waste and Recycling: You are required to keep waste and recycling separated and ensure that you maintain the site's recycling program. Different coloured bin liners provide good identification for the different types of waste. You must make sure that the correct coloured bin liners are used in the bins according to the site-specific waste and recycling system. Waste must be disposed of in the given bags and in the appropriate manner. Recycling must be consolidated into the appropriate recycling bins. Contamination remains a major problem. Contamination means the wrong materials are going into the recycling and/or general waste bins. If you see any contamination, you must report it to your Supervisor. Your Supervisor will then report it to the Area Manager and Head Office. If you are not sure which waste goes into each bin on your site please ensure that you ask your Supervisor to explain it to you.



BIC UPDATES

EMPLOYEE OF THE MONTH



Nardevi Jukjali– Chifley Square

I cannot fault Nardevi! She arrives with a smile and leaves with a smile!

She is patient when cleaning with a full kitchen of staff members, for that she is just brilliant!

Nardevi has been a pleasure to work with and is always on top of everything from stock we need for the kitchen to organising our fridges with our left over lunches!

Nardevi works without any direction from us and always gets everything done, she makes my work day a little easier!

A massive thank you for her efforts over the years!

Nicole Bennett – Senior office Manager



POSITIVE FEEDBACK



Luz is always so friendly and happy when I see her around the building, engages in a conversation and always remembers my name. I know that this is the case with others in the building as discussed in the ladies' changing room! Whenever we have had to raise any minor requests, she deals with them promptly and ensures that she or her team action them swiftly too, and follows up to check we're satisfied with the outcome.

All in all, she is efficient and a delight with whom to work.

*Nicola
Business Manager
201 Elizabeth street*

Thank you' to you and your staff for doing such an amazing job with the cleaning.

Thank you, also, for letting us know when students are not keeping their units/terraces clean. Keeping on top of this behaviour is imperative as we want to reduce the need for extra pest control and ensure students are aware this a breach of their contract and is not acceptable.

I look forward to continue working with you to keep the cleaning standard at this high level.

Keep up the good work!

*Rachel Brewster
Sydney University*

A huge Thank You to Kellie and the other girls that have been cleaning our centre!!!

They are doing a fabulous job and our staff have noticed a massive difference.

Please pass on our thanks as these ones are definitely keepers!

*Deeanna Anderson
Support Officer
Suncorp Toowoomba*