



STAFF NEWSLETTER

January 2017



INDUSTRY NEWS

FROM THE CEO

Wishing our B.I.C Team a Happy New Year!

I hope that you have enjoyed the festive season and spent time with your family, friends and loved ones.

With the start of 2017 quickly passing us by, I take this opportunity to remind you how much we value and appreciate your hard work and dedication – you are a part of our B.I.C family.

Our key points of focus for the first quarter of 2017 are as follows:

Safety
Sustainability
Consistency
Teamwork

I am excited for the year ahead with our team continuing to grow and develop as a company.

Try and make a difference in what it is you do each day – life is important!

KEY DATES

UPCOMING KEY DATES



- **World Wetlands Day**
- 2nd February
- **Valentines Day**
Wear Red Day for Heart Research
- 14th February
- **International Childhood Cancer Day**
- 15th February
- **Business Clean up Day**
- 28th February



BIC UPDATES

WORKPLACE HEALTH & SAFETY UPDATE

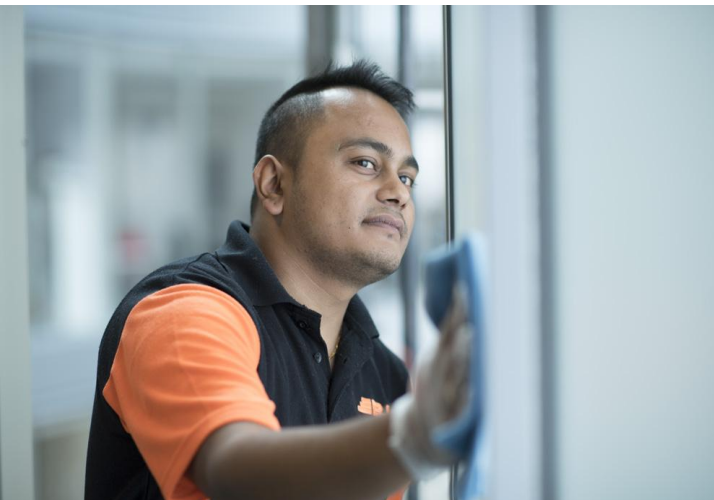
LOOK AT YOUR "Slips, Trips and Falls Poster" on the wall: 1) Clean up all spills, water and litter on floors immediately; 2) If floors are wet or slippery, barricade off the area and place warning signs surrounding the area to clearly warn people to stay away. SIGNS MUST REMAIN IN PLACE UNTIL THE FLOORS 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.

USE OF LADDERS: Ladders are NOT to be used as a work platform. You MUST have written approval from the OHS Officer prior to the use of any ladder. If you have written authority to use a ladder, then you can still only use

a ladder when you have exhausted all other alternatives for a safer way to carry out the work and when there is no other way to carry out the work. You must only use a ladder if you can maintain 3 points of contact with the ladder at all times whilst working.

When disposing of any waste bins with cigarette butts that could still be lit, first water down the waste and then dispose of it immediately before moving to the next task.

Do not touch any client documents or use any client property at any time. Do not throw out any documents or property which has not been clearly labelled as rubbish or which is not inside a rubbish bin. If you have any concerns or issues report them immediately to your Supervisor. Failure to comply with this procedure will lead to instant dismissal.



BIC UPDATES

EMPLOYEE OF THE MONTH



Anne-Maree Griffin- NEWCASTLE

Thanks to Annie for the professional, dependable and reliable effect she puts in as our base building cleaner at 670 Hunter St Newcastle.

I would like to say that Annie is extremely well liked by all the tenants of the building. She treats them all with respect and is very professional in her approach to all her duties.

She really takes pride in the building and it shows in the care and quality of cleaning that is provided.

Danio Azzario
Area Manager



POSITIVE FEEDBACK



Our General Manager has just come back from LA where there was a large conference on the quality of studios around the world.

Our studio was rated by one of the biggest producers in the world, Ridley Scott, as the best there is and a special mention of how clean our studios are.

I Just wanted to pass on my thanks as BIC has been a key part to FSA receiving this praise. Thank you and Well Done!

*Operations Manager
Fox Studios Australia*

The BIC team did a great job in responding and straight into action mode by mopping, provide buckets & other tools to keep the water seeping into the tenants.

Security and concierge had respond promptly to my call by ensuring level 18 is safe and avoiding any accidents. Great job.

Regards,

*Ricky Ah Yek
System Support Specialist
FINSIA*

The carpet steam-cleaning was carried out thoroughly last Friday evening. Despite the age of the carpet, we can tell the difference!

Special note must go to the BIC Cleaners attending to the job: they did a stellar job in moving all office chairs around that were not / could not be lifted off the floor. We can tell that they have not missed a corner!

THANK YOU

*Karin Dale
General Manager
Mindpearl*



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