



---

# STAFF NEWSLETTER

---

May 2017

---



# INDUSTRY NEWS

## FROM THE HR MANAGER

## KEY DATES

As the 2017 end of financial year approaches, now is the time to update your personal records (such as your current address) with Payroll to ensure that you receive your payment summaries, pay slips and vital communication without delay.

Updated information must be submitted in writing, signed and received by Payroll (Fax: 02 9808 4900 or Email: [yourteam@bic-services.com.au](mailto:yourteam@bic-services.com.au)) before the 22 June 2017 to ensure it can be processed in time.

For those who have been pro-active and updated payroll with all their current information, payment summaries will be sent out within 14 days from 30 June 2017.

If you fail to supply updated information by the due date and require a payment summary to be resent, you will need to make this request in writing and signed (to the above contact details) confirming your request and including your updated information.

Thank you for your continued dedicated service .

### UPCOMING KEY DATES



- **Bowel Cancer Awareness Month**  
- 1st-30th June
- **World Oceans Day**  
- 8th June
- **World Blood Donor Day**  
- 14th June
- **Refugee Week**  
- 18th-24th June
- **Red Nose Day**  
- 30th June



# BIC UPDATES

## WORKPLACE HEALTH & SAFETY UPDATE

---

### **LOOK AT YOUR "Personal Protective Equipment (PPE) Poster" on the wall:**

**1)** Hand Protection – wear gloves at all times when cleaning, especially when handling waste, chemicals or sharps; **2)** Breathing Protection – use a dust mask when handling chemicals or whenever you are in an area that is dusty or where the air quality is poor; **3)** Eye Protection – use goggles when you are handling chemicals or when there is a risk of flying particles, dust, splashing substances, vapours, aerosols and strong heat sources; **4)** Ear Protection – always use ear muffs when using any noisy equipment; **5)** Safety Footwear – use boots and/or non-slip shoes when working with water or heavy equipment; **6)** Protective Clothing – use protective clothing such as aprons and disposable overalls etc. when working with harmful chemicals or when there is a contamination risk within the working area such as blood, bodily fluids and substances etc.

### **LOOK AT YOUR "Electrical Safety Poster" on the wall :**

**1)** Check your electrical equipment before and after each use, especially the leads for kinks, cuts, exposed wires and broken plugs. Check that your machine is working well – if faulty or damaged, tag the machine with a red "Danger Do Not Operate" label and immediately report it to your Supervisor; **2)** Never pull cords of equipment across sharp objects and never pull cords out of the power point from a distance; **3)** When collecting the cord always start at the machine, never wind the cord around your elbow as it will twist the cord and check the cord for damage using your fingers as you collect it; **4)** All equipment must be thoroughly cleaned after each use, including vacuum dust bags.

**\*\* IMPORTANT: failure by any staff, including management to follow these procedures may lead to immediate dismissal. \*\***

### **A Take 5 pre-start checklist:**

Provides a way for you to identify any health, safety and environmental hazards on site. The Take 5 process involves five steps: **1)** Stop - observe the site, take time to think about the job; **2)** Look - around and identify potential hazards; **3)** Assess - the level of risk involved with the hazards; **4)** Plan - implement suitable control measures; **5)** Safely - complete the task.

### **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



### Nitchawan Sangsuksai – Morgan Stanley

"Bee" is one of the unsung workers in our office and the perfect example of you don't know what you have till it's gone.

Recently Bee went on holidays and the amount of little extra pieces she does on a daily basis was noticeable. Staff were all asking how long before she would be back.

We are all very glad to have Bee as part of our Morgan Stanley team and would be lost without her.

*Suzi Tasevska*  
**Chifley Tower-Site Manager**



## POSITIVE FEEDBACK



*I just wanted to give positive feedback again on our wonderful Sofi here at Darling Park Tower 2.*

*At CBA, we have a group for supporting our LGBTIQ employees called UNITY. A few months ago, with the celebrations of the Mardi Gras, our program had a UNITY fundraiser bake sale which Sofi raised her hand to get involved and baked some yummy baked goods for the contributions as well. As a thank you, Sofi was handed a certificate of appreciation.*

*Momoko Soda*  
**Senior Team Assistant**  
**Darling Park**

*We have received some complimentary advice on the cleaner at level 16 last Tuesday night.*

*He was very polite and did a bit extra for the innovation lab team that was putting together a cardboard house for a project. He went as far as cleaning up after the construction and nothing was too much trouble.*

*Many thanks to you and your staff.*

*Mark Bainbrigg*  
**Facility Manager**  
**Partnering & Real Estate**

*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 Davidson*  
**Business Manager**  
**201 Elizabeth St**