



STAFF NEWSLETTER

December 2017

INDUSTRY NEWS



FROM THE HR MANAGER

KEY DATES

I would like to thank every one of you who attended our Christmas Parties and Awards Evening (Sydney).

These events are for our teams, in particular our cleaning teams, to thank you for your continued hard work and dedication.

Please join us in congratulating our BIC Cleaner of the Year - Bryan, from 2 Park St and our Team of the Year – Riverside, Brisbane.

On behalf of the entire team at BIC, I wish you and your family a wonderful Christmas and Happy New Year!



UPCOMING KEY DATES



- **New Years Day**
- 1st January
- **Run for Bowel Cancer**
- 14th January
- **Penguin Awareness Day**
- 20th January
- **Big Red BBQ – Kidney Heath**
- 26th January
- **Australia Day**
- 26th January

BIC UPDATES

WORKPLACE HEALTH & SAFETY UPDATE

With the festive season almost upon us, it is important for us to remember to be careful and vigilant as we enjoy the holidays. With travelling, end-of-year parties, get togethers, and entertaining, people are more likely to have accidents during this time than any other time of the year. **** Festive Season Safety Tips:**

- 1) Plan ahead.
- 2) Drink Responsibly.
- 3) Get enough sleep and be aware of fatigue - tiredness is a major cause of fatal accidents.
- 4) Take extra precaution on the roads.
- 5) Do not drink at work or before work.

When using any large equipment, such as a floor scrubbing or polishing machine, you must first test the machine in an open area to ensure it is not kicking. Make sure that you keep a safe distance from any ledges or surfaces - at least 0.5 metre. When using an automatic scrubber you must always move in a forward direction, adjust the speed to suit the work area, allow enough space for turning the machine without coming into contact with any glass, ledges or surfaces and never

use in narrow areas or on tenancy floors. If you are in any doubt consult your Supervisor.

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; and **5) Safely** - complete the task.

All staff must sign in and sign out of the Attendance Registers on site every shift. If there is a site specific sign in and out portal such as SASSI, Rapid Induct, etc. then you must also sign in and out of this in addition to our Attendance Registers. You must also not falsify your sign in and out times. Anyone found falsifying their sign in or out times will be immediately dismissed. Other site books such as communication books and defect registers must also be checked daily and used in accordance with your Supervisor's instructions.

BIC UPDATES

EMPLOYEE OF THE MONTH



Bryan Moktadir– 2 Park Street

Bryan has been a site supervisor for many years at BIC and since taking over at 2 Park street there has been a lot of positive feedback from tenants and management.

Bryan is always happy and smiling. He has a positive attitude which is put into his work.

Bryan has always been a hard worker to get the job done.

I would like to nominate him for employee of the year because he is an outstanding employee and should be recognised for his work.

Robert Pupulkovski
Area Manager



CHRISTMAS PARTY 2017



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