

NEWSLETTER

MARCH 2017, ISSUE 12



**WORK SAFE
BE SAFE**

QUALITY BITS

DELIVERY DOCUMENTATION

Check all deliveries to site have the appropriate documentation required for the equipment / materials:

- Safety Data Sheets for chemicals
- Specification sheets / manuals for equipment / materials
- Checksheets / ITPs for equipment / materials

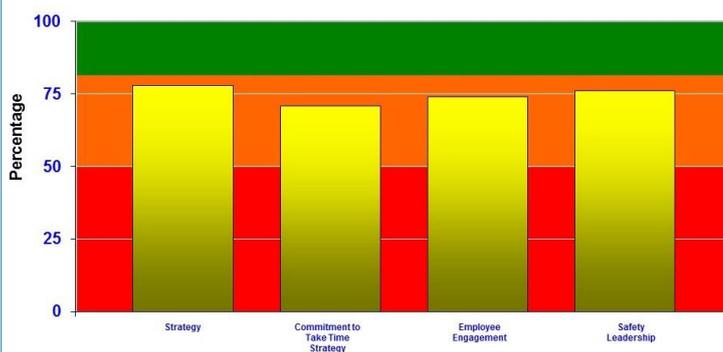
This documentation is to be kept in an orderly fashion by the supervisor onsite and in most cases is required to be used for final documentation or manuals for the closure of the project.

Once the project has been closed, the documentation is to be brought back to head office for either storage or disposal as per our Integrated Business Management System requirements.

Creating a Culture of Excellence through the modules of Safety, Quality, Environment, Community and Service.



Worker Culture Survey 23/12/2016



SHOWCASE . . .

TAKE TIME

Company Workshop December 23 Results



- By setting an example of service behaviour at the top, and pushing its way through all workers, toward our customer.
- Integrating SW Customer at Heart values & behaviours
- Partnering and consulting with our customers
- Revising and implementing policies and procedures
- Expanding customer feedback processes
- Expanding workforce training & communication processes

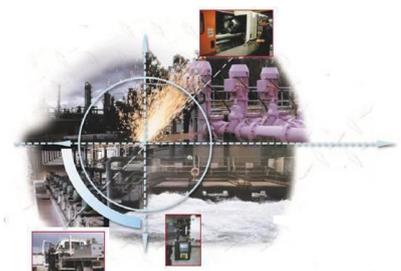
Top 3 issues we are taking into 2017:

1. Improve resources to support achieving deadlines
 - More skilled workers than unskilled to be deployed
 - Improve site material delivery and timeliness through revised procedures
 - Review items for site setup and basic site tool kit requirements
2. Quality and Safety is increased with skilled workers
 - The employment of skilled workers will increase during 2017 compared to unskilled labour.
3. Workshop
 - Our workshop procedures, safety, quality and environmental management gets a boost with a new employee starting this month. Peter Maloy joins us as Construction Superintendent and his initial focus is the workshop.

Our **Culture Survey** results are encouraging, with scores around 70-75%. We have work to do and aim to bring all areas into the green zone during 2017. First steps are in place. We are listening and will be working with you.

Senior Management site visits have resumed for 2017.

Company-wide workshops are planned for April, August and December this year.



INSIDE THIS ISSUE

1. Showcase – Workshop Results . . .
2. Recognition Award – **TAKE TIME** ♦ \$50 voucher goes to . . .
3. Focus – Safety
4. Regular Column – *Off Site* with Michael Nash



IMPACT ZONE

ENVIRONMENTAL NEWS WEATHER

With recent extreme hot weather and now wet conditions we need to **TAKE TIME** to consider the Flora and Fauna issues involved with our work and home environments.

Snakes, spiders, insects and other fauna is more prevalent in the hotter months - **TAKE TIME** when moving equipment or materials that have been stored onsite to ensure no dangerous fauna has used the materials as shelter from the weather.

Store all materials above ground if possible or in storage containers /sheds.

Use gloves when moving materials that have been outside.

Check with supervisors for prevailing weather conditions to ensure you are able to complete your works.

Ensure all controls as specified in your risk assessments and Work Method Statements are in place when conducting hot works.



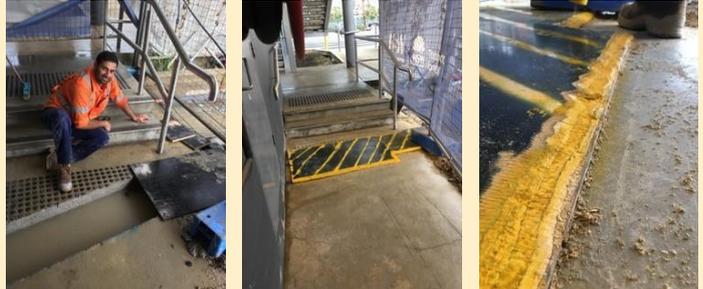
Self-Report RAs

Initiating a Report Action (RA) on the Sydney Water Portal is a positive, self-improvement strategy you are encouraged to do. A few strict rules are listed below and a detailed procedure will be issued separately.

- Must be a genuine opportunity for improvement – not trivial
- Must be approved by the Work Package Officer
- Select the correct category – safety, quality, environment, community
- If you're unsure – call your DM rep – they're here to help
- Ensure you give adequate time for responding to actions arising from the RA, allowing for:
 - DM response
 - You (or whoever you assign) have time to complete the action
- If RA is rejected by DM or further information is required, PLEASE ENSURE an extension of "Date Action Required" is also amended to allow time for closure.

TAKE TIME ENCOURAGEMENT

Hats off to Abbas Smiley, Commercial Division, David Power. Abbas constructed this board to cover a cutout. He bolted it down and shaved the edges to reduce any trip hazard, making it safe for pedestrians. And thank you to our 2016 apprentice of the year, Nick Shaw, for sharing his team's work in the Newsletter.



COMMUNITY PROJECTS

SW Pymont Pumping Station Upgrade – security and vision barriers
WPO - James Kambej; Supervisor – Ash Philip



SW Riverwood CDU Renewal – before and after
WPO – Haydn King; Supervisor – Darren Bowles



TAKE TIME

COMMUNITY MEANS US . . .

Join our Facebook page . . .



PS - you need friends 😊



RECOGNITION

The **TAKE TIME** Award for Excellence celebrates PET and David Power employees who excel in creating and maintaining continuous improvement through the modules of Safety, Service, Quality, Environment and Community consistent with our **TAKE TIME** Program.

And the winner this month is . . .



Brenton Anderson!

Updating/reviewing and monitoring Work Method Statements(WMS) and rescue plans for high-risk work conducted at Cronulla earned Brenton a favourable inspection result. WMS were developed and communicated with the work crews involved and feedback sought for the tasks at hand. The feedback was then incorporated within the WMS and communicated via a review of the WMS and the Toolbox Talks conducted daily. The rescue plan was simple to understand and rehearsed to ensure crew members were well versed in the plan in the case of an emergency. Take a bow Brenton!

Well earned!

\$50 Coles/Myer vouchers are coming your way!

This is a timely reminder to ensure that all supervisors and work crews engage in consultation and communication in regards to safety. Provide feedback at the Toolbox Talks, Take Time after each break to ensure that anything that could harm you or your work mates has been discussed, documented and controls put in place to avoid the chances of an incident occurring.

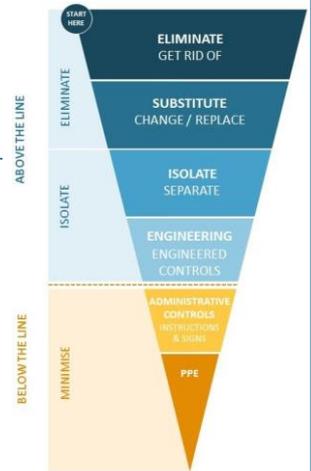
If there is any doubt about any task that you are doing in regards to safety - STOP, consult with your supervisor and workmates and ensure we all go home safely.

SAFETY SAFETY

NEW SWMS TEMPLATE

We have a new SWMS template:

- first page revised in line with SafeWork NSW guidelines – items not required under legislation have been removed
- more streamlined and easier to follow
- clearly identifies supervisor ownership and version number
- exceeds minimum requirements
- you may hand write amendments / hazard / control changes on your hard copy BUT ensure you follow up and update the electronic copy
- process steps that have the same controls may be grouped together, rather than repeating the same controls for each process step, or
- you may use a separate SWMS for each task
- these tasks/procedures must be reviewed, discussed and understood at the daily Toolbox Talk
- SWMS is a LIVE document to be reviewed, amended, communicated, understood and used to document Risks and Control Risks using “above the line” control methods from the Hierarchy of Controls wherever possible.



SAFETY STARTS WITH YOU

- SafeWork NSW has launched a “Safety starts with you” campaign that aims to make New South Wales the safest state to work in Australia.
- The campaign was developed following the alarming statistics about workplace injuries in the state. Between 2015-2016 SafeWork NSW received 30,902 reports of major workplace injuries and illnesses, and 60 fatalities.
- The economic burden of workplace incidents in NSW is an estimated \$17.3 billion, or 3.7 per cent of gross state product.
- SafeWork NSW executive director Peter Dunphy said “Anyone with a job in this state has the right to a safe and healthy workplace, and whether you are an employer or a worker, and regardless of your industry, occupation or background, workplace safety is everyone’s responsibility.”
- The campaign includes advertising across a range of media, as well as experiential activities such as radio competitions. Its full tag line is ‘No matter what you do, safety starts with you’ – making a direct and personal call to action.
- Our safety culture involves putting workers and your safety at the centre of our business. We support this campaign and will involve you in it.

WHS COMMITTEE



Lou Maratheftis



Russell Thomas



Bill Harris



Haydn King



Eamonn Winkler



Peter Garbellini



Stephen Moorcroft



Murray Huitema

Please contact Lou Maratheftis on 0409 456 215 or louism@processengtech.com.au if you would like to contribute or join. The committee plans to meet in March, May and November this year.

OFF SITE WITH MICHAEL NASH



This month I'm introducing . . .

Darren Bowles from PET . . .

Darren, you're a Shire boy, did you grow up there or elsewhere?

Yeah, I live in God's country now, but I grew up in Revesby, moving there when I was 3 from Redfern.

I hear you like the odd game of Golf and like to turn your equipment over fairly quickly?

I love my golf and I play as much as I can. And yes, I do like to update my equipment quite regularly - it's a bit like keeping up with the Jones's - or should I say - the Nash's ha ha.

Got a handicap?

My AGU handicap is 7.

Kids?

I have two kids - a son Jordan who is 22 and a daughter Tayla, 19 - both fantastic kids.

What was your working history before coming to PET?

I got my trade in roof plumbing when I left high school, then worked 9 years for Ansett Airlines and 7 years for QANTAS - both jobs as an aircraft loader on the tarmac.

So what do you do at PET & what have you been working on lately?

I've done a bit of everything at PET. But recently I just finished my first job as a supervisor - it was a CDU in Riverwood.

And that was something a bit different for PET with the project located in a public area. We've received great feedback and KPI results from Sydney Water / DM - particularly from the Community division. Well done!

Thanks mate.

*Cheers
Michael Nash*



If you would like to contribute to the Newsletter or are looking for more information please email Sharon Nash - sharonf@processengtech.com.au

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