



the **solution** for all staffing needs

EMPLOYEE NEWSLETTER

August 2019

Welcome to the August 2019 newsletter.

In our newsletter this month, the CG team would like to address safety.

CG take safety seriously and want to ensure that any potential hazards or sites that you feel are unsafe are addressed as soon as possible. We want you to feel safe and secure when doing your job.

HAND & WRIST INJURIES ARE ON THE RISE

Work-related hand and wrist injuries are one of the most common work-related injury type. About 14,140 people had to take more than one week off work because of workplace injuries to the hand, fingers and thumb in 2015-16, according to Safe Work Australia.

Injuries range from being relatively minor to very severe, most commonly involving the fingers in the form of open wounds and in some cases even amputation.

The manufacturing, wholesale & retail and construction industries sustain hand and wrist injuries in the course of work most commonly. This is probably due to the tasks being undertaken and the equipment being used which has the potential to exert large forces directly or indirectly to the hand and wrist.



HOW TO PREVENT THESE TYPES OF INJURIES?

There are three primary steps in preventing injuries that will help in any workplace: PPE, awareness, and training.

Most hand injuries are the result of not wearing gloves or wearing the wrong gloves for the job. Make sure you have access to quality gloves that fit well and are right for the task.

Awareness requires a two-pronged approach: YOU need to be aware of potential risks and how to avoid them. Additionally, you need to stay aware of your surroundings and how you're moving through them. Common causes of workplace injuries are distraction, fatigue, or not paying attention. Always be aware of where you put your hands and the potential risks in the environment. Eliminate distractions or hazards like clutter.

PRACTICE BETTER HAND HEALTH

Prevention is as much about avoiding injury as it is also about improving wellness. Hand, finger, and wrist stretches will reduce stiffness and improve dexterity. Attached is a great article about preventing wrist injuries including some great exercises that you can do while having a quick break.

QLD OFFICE Unit 1, 50 Richland Ave, Coopers Plains, QLD 4108
NSW OFFICE Suite 4 Level 2, 8 McFarlane Street, Merrylands NSW 2160
VIC OFFICE W1.07, 15-87 Gladstone Street, Sth Melbourne VIC 3205

ABSENTEEISM & SICKNESS

If you are sick or not able to attend a shift, please give our office as much notice as possible to prevent upsets to shifts & client frustration. If we have time, we can replace you.

Our 1300 number is available 24/7 for all notifications of absenteeism.

Medical certificates will be required for any days off from sickness that fall on a Monday or Friday and clearances may be required before placing you back on site from certain illnesses. We don't want germs spreading!

IMPORTANT EMPLOYMENT INFORMATION TO REMEMBER

PAY DAY

Pay day is Thursday for a Monday-Sunday pay period. If you work for a client with a different pay period, this might change your pay day however, 90% of our clients follow this weekly cycle.

SUPERANNUATION

CG will pay super contributions to your nominated super fund on a quarterly basis. The next quarter is July to September which will be paid by October 28th.



CONFIRMATION OF HOURS

All staff on client sites must ensure they sign in/out for each site. If you are unsure where to record your hours, please call us so we can confirm. If there is no record on site or you forget, your payment for these shifts WILL be delayed or in worst cases remain unpaid. If we can't prove you were on site, we can't pay you.

CONTACT EMAILS

Office: office@cgreruitment.com.au

Payroll: accounts@cgreruitment.com.au

HEAT OR ICE: WHICH IS BEST?	
 BEST FOR: Chronic pain & muscle soreness	 BEST FOR: Chronic pain & muscle soreness
<ul style="list-style-type: none">- Increases blood flow- Promotes relaxation- Soothes tight muscles- Reduces pain- Helps restore movement	<ul style="list-style-type: none">- Relieves inflammation- Eases swelling & redness- Reduces blood flow- Lessens bruising- Numbs pain
USE FOR: Muscles aches, arthritis, chronic back pain, joint & muscle stiffness, before exercise, fibromyalgia	USE FOR: Sprain, strains, after new injuries, swelling, bruising, pulled muscles after exercise, gout
	



DO I USE A COLD COMPRESS
OR HOT PACK?



HEAD OFFICE

Unit 1, 50 Richland Avenue
COOPERS PLAINS QLD 4108

NSW OFFICE

Suite 4 Level 2, 8 McFarlane Street
MERRYLANDS NSW 2160

VIC OFFICE

107, 15-87 Gladstone Street
SOUTH MELBOURNE VIC 3205