

STAFF NEWSLETTER

End of Financial Year 2019

Welcome to our end of financial year staff newsletter.

All staff should now have been sent their PAY SUMMARY for the 2019 Financial Year via email or post depending on what you elected at the time of your interview with our office.

If you have not received this document, please email accounts@cgreruitment.com.au along with your full name & date of birth requesting a new copy and we'll forward this to you as soon as possible.

FAIR WORK 3.0% INCREASE TO MIN WAGES

WHAT DO YOU NEED TO DO?

Nothing. We're working on updating our pay rates with the new award rates. Your new pay rates will be applied from week ending 7 July.

WHO DOES THE INCREASE APPLY TO?

The 3.0% increase applies to employees that get their pay rates from:

- the national minimum wage
- a modern award.

The national minimum wage applies to employees who aren't covered by an award or agreement.

For employees covered by an award, award rates will increase by 3.0%. If you're not sure which award applies, please contact our office.

STILL HAVE QUESTIONS?

If your pay from week ended 7th July does not look right, please contact our office for clarification.

Minimum wage to increase
by 3% on 1 July 2019



HOW TO CONTACT US

1300 723 1300

email for work queries:

office@cgreruitment.com.au

email for payroll queries:

accounts@cgreruitment.com.au

Beware of hazardous substances

All CG workers, regardless of their role may come across hazardous substances onsite. These could include industrial chemicals including solvents, pesticides, paints, adhesives, petroleum products, heavy metals and other industrial chemicals. The best way to identify if a substance is hazardous is to look for the label using the words hazardous, warning, poisonous, dangerous poison, harmful, corrosive, etc.



SDS's are provided onsite for all hazardous substances and these documents outline how to use the chemical, what to do if it comes in contact with your body, what safety precautions need to be implemented to use the chemical safely (e.g. PPE). SDS's should be read prior to using the chemical as part of the training process.

ABSENTEEISM

It's that time of the year again when immune systems are run down and viruses are spreading like no tomorrow. However, there is a few things you can do to protect yourself this winter;

- Wash your hands regularly,
- Cover your mouth when you cough,
- Exercise,
- Get lots of sleep,
- Eat a balanced diet,
- Drink plenty of water
- Get lots of Vitamin C

Ensure you are fit for work so you are not spreading the virus – E.G. Not vomiting, running fever or have diarrhoea.



SMOKING AREAS

All of our sites at CG have a smoking policy and area as outlined in your site inductions. Just to recap, please follow these important points;

- Smoking is only allowed in allocated break times and outside of work areas
- DO NOT smoke in any other area apart from the designated smoking area, this includes whilst walking onsite or driving your car on or off site.
- No food or drinks are permitted in smoking areas

Smoke butts should be placed into trays/containers supplied or a nearby bin, NOT on the ground.

