

STAFF MONTHLY NEWSLETTER

MARCH 2019

Welcome to our March 2019 Staff Newsletter.

Events work has slowly been ramping up after a quiet Christmas & New Year period. We have a number of shifts coming up & will be looking for labourers & forklift drivers.

Please feel free to refer anyone to us if you think they're suitable.

They can submit their resume to us at office@cgrecruitment.com.au

Have you had a near miss? Did you report it?

A near miss is when an accident NEARLY happens but did not cause injury, harm or damage. It is important to report near-misses to minimise the risk of injury or harm to others. To report a near-miss, firstly advise your supervisor and ask for a near-miss incident form. Complete this and hand back to your manager. Please then notify CG Recruitment on 1300 723 133 so we can take note of the near-miss and follow up with site.

CG SAFETY ON SITE: PUSHING TROLLEYS

Pushing trolleys can be one of the many manual handling tasks you could come across on site. In all instances, you should always try to save your back as well as your knuckles/hands from getting hurt. Most trolleys should have hand guards to protect your hands, fingers and knuckles from being caught should your trolley collide with another surface. In the instance that hand guards are not fitted to the trolley, please place your hands inside the trolley so that the back of your hands are facing together.

If you find that a trolley is too heavy to move, please ask for assistance or see if there is another way to move the trolley (i.e. halve the load, are the wheels locked, etc.). If you are still struggling, please let your supervisor know.



the solution for all staffing needs

NSW OFFICE

Suite 4 Level 2 8 MacFarlane Street,
Merrylands NSW 2160

HEAD OFFICE

Unit 1, 50 Richland Avenue,
Coopers Plains QLD 4108

VIC OFFICE

107/15-87 Gladstone Street,
South Melbourne VIC 3205

HAPPY HOLIDAYS

PUBLIC HOLIDAYS COMING UP

11 March 2019 Monday - VIC Labour Day Public Holiday
19 April 2019 Friday - Good Friday
21 April 2019 Sunday - Easter Sunday
22 April 2019 Monday - Easter Monday
25 April 2019 Thursday - Anzac Day



ETIQUETTE ON SITE

We would like to remind all staff of their etiquette on site. You are first and foremost an employee of CG Recruitment therefore when you are onsite, your behaviour and conduct reflect on our business. Please ensure you are always neatly presented with the correct uniform/PPE required for the job, as well as turning up on-time or 10-15 minutes early where possible.

Our clients monitor the work you do, so please ensure you are always operating safely and efficiently to get the job done. This means applying correct manual handling procedure, operating any machinery in a safe manner and other safety measures relevant to your position.

Lastly, with many of our clients there is a view to go permanent should you prove yourself to them, so always put your best foot forward! We love seeing our staff get full time positions.

PAYROLL INFORMATION

Pay day is Thursday (unless advised otherwise).

Superannuation contributions are paid quarterly in April, July, October & January of each year.

Our 1300 number is available 24/7 to inform us if you CAN NOT attend work or other URGENT issues.

All other queries will be advised to contact during office hours of 8am to 5pm. If you're unsure of any employment details, refer to your induction booklet provided at the time of your interview.

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