



Inside Information

19th Edition

March 2010

APS initiatives

In 2010 APS introduced further technological improvements to our website, ensuring our systems are simpler and more user friendly by providing job seekers on line registration capabilities.

Visit our website to find our more:

www.apsgroup.com.au

In addition, APS has commenced emailing pay slips. This initiative means that you will receive your payslip in a timely fashion, removing any mail delays. For those that do not have an email address don't worry, your payslips shall continue to be mailed to you.

BANISH WORKPLACE BULLYING

A recent decision by the Victorian magistrate imposed fines against 3 café employees and a café owner. Their participation in the bullying of a colleague drew attention to the hazards and risks posed by workplace bullying. The consequences of bullying were tragic because the victimised employee eventually took her own life.

This case demonstrated the extreme behaviour and outcomes as a consequence of workplace bullying. It also heightens the need for better education and awareness across all organisations. APS wish to reiterate some of the key points from the APS Workplace bullying policy.

What is workplace bullying?

It is defined as repeated, unreasonable behaviour directed towards an employee, or group of employees that creates a risk to worker health, safety and well being and is directly related to the workplace.

What are some examples of workplace bullying?

- ◆ Verbal abuse, initiation practices
- ◆ Ridiculing someone's opinions
- ◆ Being excluded or isolated from people or situations
- ◆ Playing mind games, ganging up on a person



What is APS' expected standard of behaviour?

APS has zero tolerance to workplace bullying and intimidation in the workplace.

This means that all workers are entitled to be treated fairly by colleagues, supervisors, clients and other employees at a workplace.

How are complaints of workplace bullying dealt with?

APS encourages all employees to report instances of workplace bullying or violence to your APS Management Representative. This may include if you are being subjected to bullying or violence yourself, are working in a situation where others are being bullied. All reports shall be investigated. Where necessary, a formal investigation will be undertaken.

Every employee has a responsibility to comply and to treat everyone with dignity and respect in the workplace.

Character of the Month

Virtue Vs Impurity

The moral excellence evident in my life as I consistently do what is right

APS goes overboard to NZ



APS has partnered with Martin Personnel, a New Zealand based recruitment company to expand APS opportunity to expand our service to Clients outside of Australia.

Martin Personnel is a well established organization that provides improved accountability for their clients and candidates as well as enhanced recognition of their consultants.

Services are permanent and temporary recruitment and placement across:
Executive Commercial Technical Industrial

Martin Personnel's philosophy is to work hard and smart and helping clients and candidates who feel the same way.



HEAVY VEHICLE SPEEDING REFORM

A study of heavy vehicle drivers conducted in May 2007 found:

- ◆ 25% of drivers felt pressure to meet deadlines
- ◆ 20% had been booked for speeding in the previous year
- ◆ 30% of drivers believed an experienced driver would safely drive up to 10km/hr over the limit
- ◆ 1 in 5 drivers reported speeding even though the vehicle was meant to be speed limited.



New national laws are in place to address heavy vehicle speeding that is aimed to establish and promote a culture where speeding is not encouraged and all road users share the road responsibly.

The law applies to vehicles with a gross vehicle mass (GVM) of more than 4.5 tonnes.

All parties in the chain of command are required to take all reasonable steps to manage heavy vehicle speed. The parties are the employer, the prime contactor of the driver of the vehicle and the operator of the vehicle.

The parties who must make sure that practices do not cause the driver to exceed speed limits are consignors or consignees, load managers and schedulers.

It is expected that all parties in the chain of command take all reasonable steps to ensure activities do not cause or contribute to a breach of speed limits.

If you are a driver for APS, we wish to reiterate your professional and legal responsibility to:

- ◆ Comply with relevant speed management procedures of APS and Client sites
- ◆ Work within the speed limits
- ◆ Use training or information provided by your employer or other sources
- ◆ Respond to changing on-road circumstances (eg loading/unloading delays) and communicate with your depot to get advice on schedule changes
- ◆ Each year provide APS with a drivers record / history from the relevant Transport Association in your State
- ◆ Report all instances of potential speed limits breaches to an APS Representative

SAFETY TIP AT HOME - HOW TO SAFELY FILL A JERRY CAN

A woman filling a 5L petrol can, so she could mow her lawn, almost blew up a service station with a freak electrical spark, when a static electrical charge built up from the petrol entering the can.



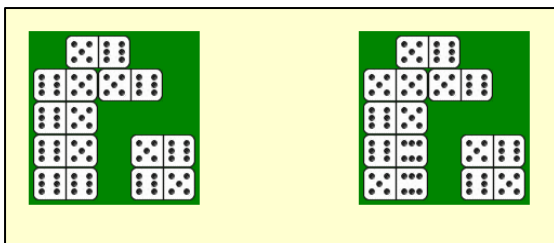
Luckily, the quick thinking staff hit the emergency kill switch, which prevented a fire that could have ignited 150,000 litres of fuel in underground storage tanks as well as blow up the entire city block in suburban Sydney.

The petrol fumes ignited because the woman was holding the jerry can in the air instead of having it earthed on the ground as instructed by safety signs. As the petrol spilled over, the fire spread to the bowser before engulfing her car. Thankfully no one was hurt.

Lessons to learn from this horrific story:

- ◆ When handling flammable goods, read the safety signs
- ◆ Be extra cautious
- ◆ Ensure you earth all containers that hold flammable goods at a Petrol Station

SPOT THE DIFFERENCE.....find the 4 differences



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