

Why use Metro

Casuals, on-hired staff, labour hire staff, temps, whichever term you choose to use, more and more companies are opting to fill their vacancies this way rather than with permanent staff.

Metro has the infrastructure, experience and personnel to work with you on finding the right people for your company.

Metro takes administrative responsibility for all payroll liabilities such as superannuation, payroll tax, dispersing group certificates, as well as some insurances and other employer related obligations.

Metro has the flexibility to meet your individual requirements and are a customer focused team offering exceptional service.

These benefits are in addition to having Metro save you time and money when it comes to the recruitment process including advertising, screening resumes, interviewing, verifying credentials, administering testing, reference checking, etc.

Call Metro today! **02 8767 2633**

OHS: Office Ergonomics

Office workers typically spend many hours per day at their desk using a computer. Equipment that is properly selected, coordinated and adjusted will help prevent poor posture.

Desk surface - Your desk's top surface should be just below elbow height. To determine your elbow height, relax your shoulders and bend your elbows to approximately 90 degrees and check the elbow height against the desk height.

Chair - Adjust the seat tilt so that you are comfortable when using the keyboard. Usually this will be close to horizontal but tilted slightly forwards. If this places an uncomfortable strain on the leg muscles or if the feet do not reach the floor then a footrest should be used. Adjust the backrest so that it supports the lower back when you are sitting upright.



Keyboard placement - Place the keyboard in a position that allows the forearms to be close to horizontal and the wrists to be straight. That is, with the hand in line with the forearm. If this causes the elbows to be held far out from the side of the body, recheck the work surface.



Screen placement - The screen distance should be within an arm's length. Set the height of the monitor so that the top of the screen is below eye level and the bottom of the screen can be read without inclination of the head. Usually the centre of the screen will need to be near shoulder height.

Desk top layout - Place all control and task materials within comfortable reach of both hands so that there is no unnecessary twisting of any part of the body.

Document holder - place this close to the monitor screen in the position that causes the least twisting.

Posture and movement - change posture at frequent intervals to minimise fatigue. Avoid awkward postures at the extremes of the joint range, especially the wrists. Take frequent short rests rather than infrequent longer rests.

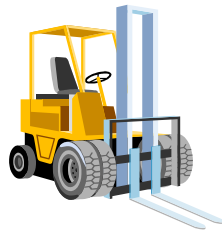
Source: WorkCover

Urgent Reminder: Forklift Licence Upgrade

WorkCover are changing Forklift / LO Licences to National Certificates of Competency (Photo Licences).

Anyone who currently holds a Licence with an **issue date prior to 29 March 2004** was required to update their Licence to the National Photo Licence before 29 March 2009. If you have not renewed your Licence, it has now expired.

Anyone who currently holds a Licence with an issue date after 29 March 2004 has 5 years validity on their Licence from the issue date.



If you have not received your renewal notice from WorkCover or have not renewed your licence yet, please contact WorkCover immediately on **1800 201 225**.

Staff Recognition

Making people feel as though their hard work has been noticed and appreciated is key. A well-aimed comment or thank you is often worth more than a free bottle of wine.

Interview Tips

Many people hear the word interview and immediately become nervous.

Here are a few key tips on how to get through any job interview;

- Be confident in your ability to do the job at hand
- Sell yourself and your abilities - use relevant examples from your previous work experience
- Be well presented - dress your best and you will feel your best
- Research your prospective employer - the internet is a great tool!

For more information, visit our website at www.metrorecruitment.com.au

Temp of the Quarter

Congratulations to Kenneth and Robert who were awarded the title of 'Temp of the Quarter' for the period January to March 2009. Both have received recognition for their continuous reliability and overall work performance. Well done and keep up the good work!

Did you know?

The most common reason that hazards are not reported in a workplace is because employees assume that everyone already knows about it, and no preventative measures can be made.

On-hire employees can provide a fresh set of eyes to a workplace and are often more aware of hazards than people who have worked there for some time.

Ensure you report all hazards in the workplace, no matter how big or small.

Fun Zone

Take 5 to tease your brain with this Puzzle!

Place the numbers 1 to 8 into the following grid. No two consecutive numbers can be placed directly next to each other either horizontally, vertically or diagonally.

