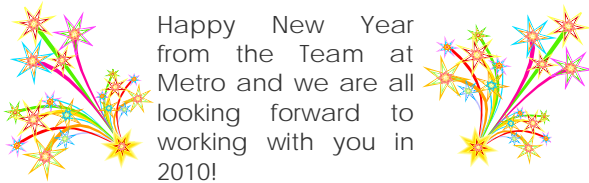


## Happy New Year!



Happy New Year from the Team at Metro and we are all looking forward to working with you in 2010!

## Tips for the New Year's Job Search

As the new year begins, many people are thinking that 2010 will be the perfect year to start a new job.

Below are some helpful hints that may assist you in your job search:

- *Have your resume ready*—ensure there are no formatting or spelling errors. Always use a clear font and layout
- *Use a "grown-up" email address*—use a professional looking email address rather than an inappropriate nickname
- *Check your voicemail message*—get rid of any funny messages and make a good impression with a clear, professional sounding voicemail message. Your best mate may want to hear it.... but your potential employer may not!
- *Use your connections*—make sure that people know you are looking for work. Networking is the best way to find out about new vacancies
- *Call your agency*—if you registered a while ago, call your agency to make sure that your contact details are up to date and that you are on the "available list". Make sure they know what you are looking for and keep in touch.

Source: *ezinearticles.com & Metro Operations Team*

## Quote of the Quarter

'The generosity of your time is the most valuable gift you can give'

- Sara Henderson

## OHS: Hazards

WorkCover inspectors have found in many incidents, safety hazards have been previously noticed but never reported. By implementing a Hazard Log Book in the workplace and making it someone's responsibility to address the problem, workplace incidents can often be prevented.

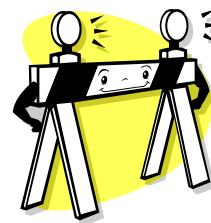
Recording safety hazards in a Hazard Log Book, allows you to keep track of workplace hazards and what has been done to address the issues.

Promoting a Hazard Log Book onsite reminds employees to keep an eye out for any hazards and allows an avenue for reporting them with ease.

Once a hazard has been identified in the workplace, the process below (or similar) should be followed:

- Identify any factors that may be contributing to the risk at hand
- Evaluate the likelihood of any injury occurring and the likely severity of any injury occurring
- Identify the actions necessary to eliminate or control the risk
- Log a record to ensure that risks are eliminated or controlled
- Talk with employees about the hazard/incident and what has been done to fix the problem

An injury to an employee as a result of a hazard can cost a business a lot of money. Productivity can be lost and additional time and resources must then be found to train replacements. In many incidents property is also damaged effecting productivity.



Prevention is better than cure. Implementation of a hazard prevention scheme in the workplace may cost you some initial time and money but the long term return on investment can be worthwhile.

If you require assistance with implementing a Hazard Log Book onsite, contact your Metro Consultant today.

Source: *WorkCover*



### Zero Tolerance: Metro's Drug & Alcohol Policy



It is important to note that Metro On Hire has a Zero Tolerance Drug and Alcohol Policy applicable to all of its employees and contractors.

Any person who registers for work with Metro is asked to sign a copy of this policy in agreement that if at any stage they are suspected of non-compliance, an investigation will take place. If found to be in possession of, or under the influence of illicit drugs and/or alcohol, employment will immediately be terminated and Metro will no longer be able to assist that person with further employment at any site.

Some of Metro's host employer's conduct random drug and alcohol testing on site. Any of our employees and contractors working on these sites are subject to this random testing at any time.

Remember if you are taking any medication that contains codeine (such as Nurofen Plus or some Cold and Flu tablets), please let your Metro Consultant know as traces of codeine may test positive. If this happens, you will be stood down without pay until conclusive test results return from the lab.

This policy is enforced to protect the health and safety of all persons on site.

If you have any questions or if you would like further information relating to our Drug and Alcohol Policy, please contact Metro on 02 8767 2633.

### Temp of the Quarter

Congratulations to Hayley and Bradley who were awarded the title 'Temp of the Quarter' for the period October to December 2009.

Both Hayley and Bradley have received recognition for their continuous reliability, positive attitude towards work and overall performance. Well done and keep up the good work!

### Time to overhaul your resume!

You should review and update your resume annually and the new year is the perfect time to do so. It is important to take the time to ensure your resume reflects why you are the right candidate to be selected for an interview.

In addition to having a well-written resume, you also need to make sure that it looks good. Resumes with bad formatting or spelling mistakes are often rejected, regardless of how qualified the candidate might be. So, take the time to read over your resume, then ask someone else to look at it for you. A second set of eyes can see things that you may have missed, as well as giving you some ideas on how to improve on it.

For assistance with creating your resume, visit Metro's website at [www.metrorecruitment.com.au](http://www.metrorecruitment.com.au) and click on the Employees tab to access our Resume Creator. This is a free service.



Source: [Jobsearch.com](http://Jobsearch.com)

### Fun Zone

Take 5 to tease your brain with this word puzzle!

Using the grid below, how many words can you find?

Each word must contain the central **W** and no letter can be used twice, however, the letters do not have to be connected. Proper nouns are not allowed, however, plurals are.  
*Hint: There is one nine letter word.*

O	T	O
N	W	R
S	S	M

Source: [brainbashers.com](http://brainbashers.com)

