

What's new at Metro?

Metro were finalists in the recent Local Business Awards for 2009 within the category of Professional Services. We would like to thank everyone for their support and look forward to the 2010 nominations!

Thank you to all of our valued Customers and Employees!

As we near the end of 2009, the team at Metro would like to take the opportunity to thank all of our valued customers and employees for their continued support throughout 2009.

With Christmas just around the corner, we are all gearing up for what we hope to be a busy holiday season!

To our customers, we recommend getting in early with your forecasted staffing requirements so that we can ensure we have staff available for you with the specific skills and experience you need in order to get you through. To our employees, please keep in regular contact with your Metro Consultant regarding your availability throughout the holiday period including whether you are available for a few extra shifts! We also welcome the referral of friends and family looking for work.

OHS: Pre-Start Checklists for Equipment

It is imperative for employers and employees alike to acknowledge the importance of completing a Daily Pre-Start Checklist before operating any equipment.

Equipment may vary from Forklifts, to Electric Palletjacks, to Heavy Vehicles.

Forklift and Electric Palletjack Checklists should include the following as a minimum, but not limited to:

- Emergency stop button
- Brakes are in safe working order
- Check for obvious leaks/spills
- Forward and reverse functions
- Test the horn
- All lights and indicators are working properly
- Check tyres are in good order
- Report any pre-existing damage to the equipment to the Supervisor

Heavy Vehicle Checklists should include as a minimum, but not limited to:

- Trailer airlines connected and secure
- Lights, indicators and electrical connections all working
- Physical check of turntable and locking pin is locked into place
- No obvious leaks/spills
- Fuel levels to complete runs are adequate
- First Aid Kit in cab is fully stocked
- Mirrors, wipers, horn, seat belt, brakes all in working order
- Check tyres are in good order
- Report any pre-existing damage to the equipment to the Supervisor

(A number of companies opt to include this on the back of the Driver's Daily Runsheet, incorporating it as part of the required paperwork each day).

Daily Pre-Start Checklists are an effective way for employees to ensure the equipment they are using is safe before operating. It also allows the Supervisor to keep on top of any damage, repairs and servicing that may need to take place.

Metro have various checklist templates which are readily available for our clients to customise and implement as part of their continuous improvement process. Contact your Metro Consultant today for assistance.

Source: As per WorkCover and OH&S requirements





**The Team at Metro is contactable
24 hrs per day / 7 days per week!**

A reminder to our candidates and to our clients that our on-call number **0438 298 245** is contactable 24 hours per day, 7 days per week.

Our Operations Team work really hard, around the clock, to ensure that any vacancies or issues that arise outside of normal business hours are addressed as soon as possible.

Green is in!



With the effects of climate change becoming more evident now than ever, organisations are making a conscious effort to do their part for the environment.

Simple changes such as reducing waste, re-using, recycling and saving energy by turning lights and computers off when not in use are just some of the ways we can all help.

Temp of the Quarter

Congratulations to Hiki and Peter who were awarded the title 'Temp of the Quarter' for the period July to September 2009.

Both Hiki and Peter have received recognition for their continuous reliability, positive attitude onsite and overall work performance. Well done and keep up the good work!

Quote of the Quarter

'Even in the most difficult of circumstances, you can gain from the experience by looking for the learning'

Eric Allenbaugh

Fun Zone

Take 5 to tease your brain with these Sudoku puzzles!

6		3			8	1	9	2
5	9	2	1	4				
	8	7					4	6
4			6		5	2		
	5		9	7			3	4
		8						1
			8		9	7		
	1				4			
							6	

	5	4	3		9	6		
7	9				2		4	1
1	3		6		4		9	
		7				8		
			9					
9	2		8	4			5	
6	7			9	8			
8					6	7		