



MARLEY'S MAIL

JAN/FEB

2015

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By Rosie Cowley

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Thought of the Month

Better days are just around the corner...

They are called Friday, Saturday, and Sunday!

WHY ONLINE INDUCTIONS MATTER?

- ⇒ 24 Hour Access via Laptop, Ipad, Mobile Phone and Desktop at home, in the truck or at Marley's office.
- ⇒ No boring trainer with the monotone voice and the bad jokes!
- ⇒ Time Saver – Start and Stop as you wish and go back to wherever you left off.
- ⇒ Paper Saver, Environment Saver, Cost saver.
- ⇒ Use of videos, PowerPoints and documents to offer a variety of learning dynamics for all inductees.
- ⇒ Accurate Reporting System including re-induction status, document storage, expiry and upload facility.
- ⇒ All employees need to be inducted and re-inducted on a regular basis as part of **workplace safety re-enforcement**.
- ⇒ Our customers require online induction completion.
- ⇒ TruckSafe and MainRoads are auditing Marley's induction and training records.



Please do not ignore Marley's email reminder about your re-induction!

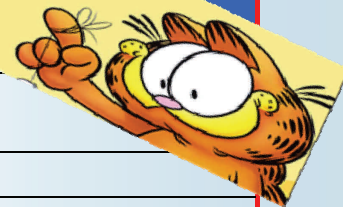
Our new truck MOB 60 in action



By Steve Forbes

We pride ourselves on providing a reliable and efficient transport service to our customers.

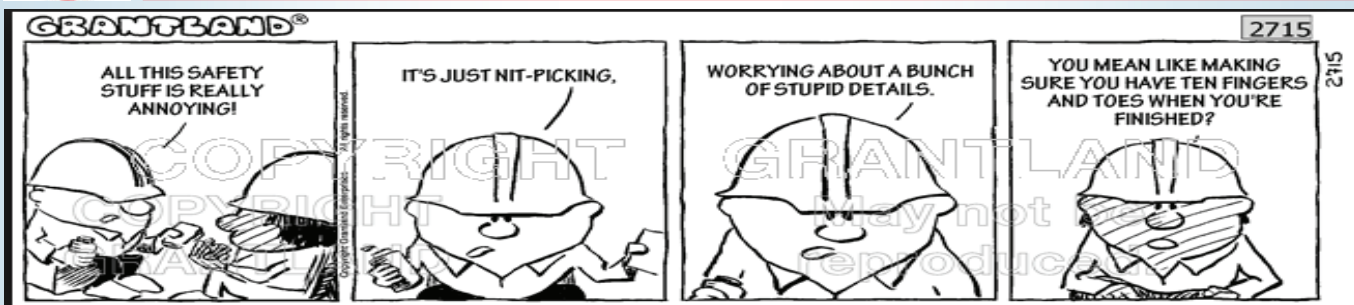
Just a Reminder.



WHAT to do ...	WHY do it ...
Disengage PTO when getting out of truck.	Tipper might hit roof!
All trucks to slow down when going in and out of Quairading.	Reduce vehicle noise as a courtesy to the residents living nearby.
Do not block fire extinguishers, doors, entrances.	In case of emergency . . .
Fill out your fault report book when you have faults and hand the white copy in with your paperwork daily. Please do not forget to put your name, date, and speedo reading.	Repairs will be completed and recorded in a timely manner.
Park your truck in the parking bays in front of the workshop building (excluding bay A and B). If those bays are not available only then may you park in-between the sheds.	Easier access to the sheds. Mechanics have easier access to the trucks if they are parked in front of the workshop.
Fill out all the details on the time cards, double check that you have signed the daily check, record accurately timelines, and submit the cards and any other paperwork on a daily basis.	Marley's requires all drivers to fill out correctly their time cards and to submit them on a daily basis together with other paperwork. Time cards are getting audited by MainRoads. Part of the audit are drivers fatigue and daily check signature.
Contact your supervisor if in doubt about any task or issue.	Your safety and other people's safety are of paramount to Marley's business.



NO SMOKING in any enclosed areas of Marley's buildings including workshop, sheds, kitchen, rooms, offices, etc.! The designated smoking area is located outside, near the water tanks.



Safe Work Habits

Definition of HABIT
 Noun: habit, plural noun: habits
 A settled or regular tendency or practice, especially one that is hard to give up.
 "He has an annoying habit of being a safety freak".
 Synonyms: practice, custom, pattern, routine, style, way, manner, mode, norm, tradition, matter of course.

Happy Birthday to January, February and March babies!

JANUARY:	MARCH
4th Lesley Simpson	1st James Henderson
5th Mark Gray	6th Andrew Davis
8th Jason Hill	7th Rosie Cowley
10th Steve Forbes	8th Barry Hoskin
13th Dave Page	9th George Ngatai
17th Justin Antonelli	16th Matt Dejong
18th Matt Karra	18th Greg Marley
26th Richard Thomson	26th Pete Lander
27th Anaru Tautari	26th Liam Ward
FEBRUARY	29th Sean Bullen
5th Jay Caplan	
6th Shane Gatti	

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