

# Newsletter

April 2016

## Accidents in the workplace

*If you have an accident in the workplace, even if it is a minor one, it should be treated by a first aider and logged in the accident book. The types of accidents are assessed to see if there is a pattern.*

*The vast majority of accidents are due to incorrect use of a chisel or a moon knife.*

*Other accidents have been caused by poor housekeeping – e.g. someone tripping over something that has been left on the floor.*

*Please tidy up after yourself and if you see something left in a position that could trip somebody – move it.*

*Finally, we have had a few accidents caused by not wearing eye protection – **WEAR IT!***

*Whilst the accidents didn't cause any serious damage, the next person may not be so lucky.*

## Fire Drill

*This hasn't been forgotten about. We had some work done on the alarm so that the gas automatically shuts off if the alarm is sounded. We will let you know in advance before there is a drill. The fire evacuation records have been updated and all **fire wardens** should have received a copy.*

## Linklife staff

*As well as clocking in you also need to send your hours to Linklife so that they can compare the figures that we send to them. If there is a discrepancy then it can be sorted straight away rather than you having to wait until you receive the wrong wages!*

## New handbooks and contracts

*Thanks to all of those of you who have returned the pages from the front of the new handbooks and signed your contracts and returned them.*

*If you haven't yet returned yours, please return ASAP the following;*

- 1) The personnel form (to ensure we have the correct information)*
- 2) The medical questionnaire (only if there is any new information you think we should know about)*
- 3) The signed acknowledgement page of the handbook.*
- 4) Employer copy of the contract – signed by you*

## Remakes

*If a customer sends back a frame – please can you let Steve D or Colin know straight away. Sometimes they are not aware about it until a few days later when the customer rings chasing!*

## Personal Protective Equipment (P.P.E)

Spares are kept in the stores; please ask Harry if you need something or please ask if there is something else you require.

**Earplugs** (at each entrance) Corded or non-corded.

**Ear Defenders** (ask your supervisor if you would like some new ear defenders or your current pair need replacing)

**Safety glasses or Goggles** - Prescription glasses are also available. Please provide your prescription details if you would like some of these.

**Safety boots**

**Dust masks**

**Barrier Cream**

**Hi-vis vest/jackets**

**Gloves**

**Regularly check any PPE and replace it as soon as there are any signs of wear or tear.**

## First Aiders

There are two new first aiders. Make sure you know who all of the first aiders are as you may need their help one day.

In the event of an accident, the first aider will be able to help you and fill in the accident book.

Alex Woodfine	Pawel Pietrzyk
Krzysztof Kesik	Kamil Wardega
Dariusz Rybicki	Arkadiusz Cicharski
Mandy Tyas	Michal Wnuk
Garry Collard	

## Cigarette Ends

Please stop putting them on the floor! Use the ashtrays provided.

## Bank Holidays 2016

Monday 2<sup>nd</sup> May – Early May bank holiday

Monday 30<sup>th</sup> May – Spring bank holiday

Monday 29<sup>th</sup> August – summer bank holiday

Monday 26<sup>th</sup> December – Boxing Day

Tuesday 27<sup>th</sup> December – Christmas Day substitute

## Christmas shutdown dates 2016

We will close on Friday 23rd December 2016 and return to work on Tuesday 3rd January 2017.

3 days will need to be saved for the Christmas shutdown from your 2016 entitlement.

## Contact Details

Office number 01296 668899

Steve Dennaforde 07967 578241

Colin Nappin 07980 971758

Darren Hackett 07795 374469

Gerry Hill 07967 578242

Natasha or Angie [HR@garrardwindows.co.uk](mailto:HR@garrardwindows.co.uk)

General email [Enquiries@garrardwindows.co.uk](mailto:Enquiries@garrardwindows.co.uk)

## Garrard Windows staff login area

If you visit [www.garrardwindows.co.uk](http://www.garrardwindows.co.uk) there is now a staff login area – the password is windows123. You will find on here a copy of the staff handbook, and the shutdown dates. If there is any other information you think may be useful, let Natasha know. Thanks

