



Cost Effective  
Staff Selection

# Celebrating 21 Years!

# Labourco NEWS

March/April 2007  
[www.labourco-op.com.au](http://www.labourco-op.com.au)

## LABOURCO'S PAYROLL TEAM

**Welcome** to the second edition of **Labourco NEWS** for 2007!

You may have noticed some new Labourco faces around your worksite since the new year. A recent restructure has seen existing Labourco staff take on additional servicing roles so don't be afraid to make yourself known to your Labourco representative. These changes have been implemented to ensure that our current valued clients and employees are looked after, whilst supporting the continued growth of Labourco.

Fortunately it appears the weather is cooling down however when working in adverse conditions such as extreme variations of heat and cold please keep in mind that you have a responsibility to yourself and your family to work at an appropriate level given your individual ability, fitness, skills and training.

Don't be afraid to work hard but be responsible about it! At all times our employees' health and well-being are of utmost importance to us – always help us to help you!

### Manual Handling Tips

- Use mechanical means to lift whenever possible, i.e.. Forklifts, pallet jacks/hoists
- Use dollies whenever possible to transport tools and materials around the job
- Place extra pallets under materials that have to be handled by hand. Avoiding lifts from below knee height will help prevent many injuries.
- Avoid lifting over shoulder height whenever possible. When lifting large sections of pipe or other material into place, try to use a hoist of some kind; and if it is just too heavy or awkward, get some help!
- When cross-stacking materials, do not twist your body. Place materials far enough apart, so two steps are required in between stacks. This will avoid the natural tendency to twist.
- Shoveling operations should be done both left and right handed. Trade off every once in awhile. This will help avoid over using the muscles on one side of your body. Avoid twisting when you pitch a shovel full of material.



*Introducing Peter Creighton (top left)  
Vicki Gallagher (top right)  
Beth Glendenning (centre)  
Janelle Lorenz (right)*

It goes without saying that the payroll function is at the core of Labourco's business operations.

Labourco's talented payroll team have a combined payroll experience of 62 years and is highly trained in the understanding of awards.

Labourco's head office is situated in Newcastle where our payroll team is located.

Peter, Vicki, Beth and Janelle work together as a team ensuring our 800 plus employees are paid correctly and on time each week (for the previous weeks work)!

Remember that it is your responsibility to ensure that your time sheet is completed correctly and signed by the Client and forwarded as instructed.

For all payroll enquiries the toll free number to contact the payroll team on is:

**1800 678 924**

They are only too happy to assist you with any payroll related enquiry you may have!

**WAY TO GO LABOURCO!**



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## EQUIPMENT LICENCE CONVERSION - WorkCover

This information concerns all workers who have certificates of competency for equipment and licences including (but not limited to) forklifts, cranes, front-end loaders, pressure equipment, scaffolding erection.

The deadline to convert to the new National Certificate of Competency expired on 1<sup>st</sup> September 2006.

If you have a NSW Certificate of Competency issued before 1997 and did not submit a conversion application before 1<sup>st</sup> September 2006, you will have to be re-assessed to obtain a new certificate before 31<sup>st</sup> August 2007.

If you have a pre-29 March 2004 non-photo National Certificate of Competency Licence, WorkCover will contact you and invite you to apply for a National Certificate of Competency photo licence.

Please note: If you have changed address since being issued your licence you will need to contact WorkCover immediately!!! You can visit a WorkCover office or call WorkCover on 131050 and they will send you the Change of Address form.

The pre-29 March licences will expire in March 2009.

Non-photo National Certificate of Competency licences issued after 29<sup>th</sup> March 2004 will expire 5 years from date of issue.

All National Certificate of Competency issued from 4<sup>th</sup> September 2006 have been issued with photo identification.

New licences are \$65.00 per class and are valid for 5 years.

To apply for a new National Certificate of Competency or to add a class to your current licence you will need a "Notice of Satisfactory Assessment" issue don or after September 2006. You must supply a passport sized photograph and evidence of your identity.

Applications for a new licence must be lodged at an Australia Post outlet.

Please note: Labourco requires a photocopy of your updated licence to be able to keep you placed in work. Please visit your Labourco Branch as soon as your licence is updated so this can be done.

If you have any questions please call your local Labourco Branch.  
[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

### HEAD OFFICE

25/235 Darby Street, COOKS HILL, 2300  
T: 4926 3488 F: 4926 3515  
E: [headoffice@labourco-op.com.au](mailto:headoffice@labourco-op.com.au)

### LABOURCO UPPER HUNTER PTY LTD

173 John Street, SINGLETON. 2300  
T: 6571 4533 F: 6571 3533  
E: [singleton@labourco.com.au](mailto:singleton@labourco.com.au)

### LABOURCO NEWCASTLE PTY LTD

25/235 Darby Street, COOKS HILLS 2300  
Tel: 4929 6160 F: 4929 3373  
E: [newcastle@labourco.com.au](mailto:newcastle@labourco.com.au)

### LABOURCO CENTRAL COAST PTY. LTD

4a/14 Pacific Highway, WYONG. 2259  
T: 4353 2348 F: 4351 2923  
E: [wyong@labourco.com.au](mailto:wyang@labourco.com.au)

### LABOURCO SOUTH COAST PTY LTD

Unit 2, 5<sup>th</sup> Floor  
221 Crown Street, WOLLONGONG. 2500  
T: 4226 1134 F: 4226 1472  
E: [wollongong@labourco.com.au](mailto:wollongong@labourco.com.au)

### LABOURCO TAMWORTH PTY LTD

9/429 Peel Street, TAMWORTH. 2340  
T: 67 669 910 F: 67 669 914

### LABOURCO SOUTH WEST SYDNEY

Campbelltown T: 02 4226 1134

### LABOURCO SYDNEY

Parramatta T: 02 9633 2040

### LABOURCO COUNCIL SERVICES PTY LTD

T: 1800 770 073

### LABOURCO INDUSTRIAL SERVICES PTY LTD

T: 1800 770 073

### LABOURCO RAIL SERVICES PTY. LTD

T: 1800 770 073

### LABOURCO PRODUCTION SERVICES PTY LTD

T: 1800 770 073

### LABOURCO SERVICES PTY. LTD

T: 1800 770 073

### LABOURCO ROADS & TRAFFIC PTY. LTD

T: 1800 770 073

### TRAINING & MINING

T: 1800 770 073

## CHANGE OF DUTIES, TASKS OR AREA OF WORK

If you are placed in a position by Labourco and are then asked by the Client to do a different job or you are asked by the Client to do the same job but on a different site you MUST first inform Labourco of the change in the circumstances. If your duties or tasks with the Client change you MUST inform Labourco.

To notify Labourco you can:

1. Contact your local office
2. Call the toll FREE number  
1800 678 924 (24 hr coverage – leave a message if necessary)

This is a SAFETY and WORKERS COMPENSATION issue and must be done.

Your failure to notify Labourco of any changes in the position may result in your termination.