

# The Paramount newsletter

## August 2012



Visit us on  
Facebook



Paramount Purchasing is on [FACEBOOK!](#)

Hear about our most recent jobs, interesting industry news and keep in contact with us in general. Urgently needed job vacancies will be posted. Please go to our Facebook page and [LIKE](#) us!!

### JOB BOARD

If you're looking for new employment opportunities then visit our Job Board on our website for the latest positions we have available.

<http://www.paramountpurchasing.com.au>

### GET IT OFF YOUR CHEST

Sometimes the little things can get the best of us and there's no place like the workplace for this to happen.

It can be even more difficult for Labour Hire Contractors to discuss their issues. This is a reminder that you can talk to us, as often as you like. Sometimes a phone call is all it takes to get things off your chest.

So if you are a current Labour Hire Contractor or a prospective candidate, remember our consultants are here to listen and offer advice.

If your stress levels are rising or you want to talk about other opportunities... Call us on 9381 1550

### PAYROLL SERVICE

As well as searching for employment opportunities for our contract workforce, we would like to remind you that **Paramount Purchasing** also offers a comprehensive **Payroll Administration Service**.

If you are in a position to source your own Contract work through friends, ex-colleagues or via word of mouth and have an opportunity to nominate an experienced, professional, registered Employment Agency to assume Employer Responsibilities for the payment of your Weekly Wages, SGC Superannuation Contributions, PAYG Withholding Tax, State Payroll Tax, Workers Compensation and Public Liability Insurance then we can assist!

We have a dedicated team of professionals able to quickly and efficiently administer your wages ensuring that you receive funds deposited into your nominated account every week without delay.

Our Payroll Team will also ensure that all other Payroll requirements are met including payment of your quarterly Superannuation Contributions to your chosen fund. Simply send through a weekly, authorised timesheet and leave the rest to us. You will receive weekly Payslip via email.

*Our Payroll Service is so quick and easy to set up. Simply call us on 9381 1550 and we'll do the rest. Simply provide bank BSB and Account Number, Superannuation Fund details, your agreed Pay Rate (excluding Superannuation), Start Date and a Contact Name, Phone Number and/or Email Address for your **'Host' Employer** and you'll be up and running on our payroll system **within 24 hours**.*

## PERSONAL SAFETY & CAMP SECURITY

Close contact with the public in unfamiliar communities and living in a mine site camp in close proximity to others can mean workers may be exposed to incidents such as bullying, petty theft, harassment and acts of aggression due to stress or alcohol. People working and living away from home are particularly at risk.

Appropriate conduct and behaviour must be used both within and outside of work hours. All Employees (including Labour Hire Contractors) are encouraged to report any incident in which they feel intimidated or threatened to the appropriate authority (direct supervisor), but to keep the matter **Confidential**. If immediate action is not taken to address the problem satisfactorily or the matter cannot be resolved on site, then this must be brought to the attention of Paramount Purchasing by either the Labour Hire Contractor or Host Employer immediately. No one should be put in a position where their safety is compromised.

## FITNESS FOR WORK STANDARD

As part of our Employee Safety Management system, we expect all employees to be 'fit for work' to ensure the ability to perform duties and tasks set out safely and effectively, at all times throughout the term of the labour-hire contract assignment.

Most sites in Australia (remote and metropolitan) now insist on a policy of **Zero Tolerance** for both drug and alcohol use. As your Employer, Paramount Purchasing also endorses a Zero Tolerance Policy for all Employees working in either Perth-based or in site-based operations. In most cases, you will be required to submit to 'pre-employment' Drug & Alcohol screen tests and consent to random drug & alcohol tests both on and off-site throughout the term of your assignment, in compliance with the Host Employer / Client company's policies and procedures.

Drug & Alcohol screening tests are carried out by registered Occupational Health Care Providers (Kinetic Health). Requirements are that results show a 0.00 blood alcohol reading and a negative drug test result at the cut off levels specified by Australian Standard 4308.

### **Job Competence**

If you believe you are not equipped with the skills and expertise required to competently perform the duties and tasks specific to the job to which you have been assigned, please advise your immediate supervisor (Host Employer) and your Employment Agency, Paramount Purchasing.

Or ... if you are required to perform any tasks which are vastly different or beyond the scope of the role to which you were originally engaged to perform, or if you feel you have not been provided with a safe work environment or the tools and resources needed to perform your job or task, please advise Paramount *immediately*.



## BENEFITS OF FIFO

People choose FIFO work for many reasons, some of which are listed here. FIFO arrangements benefit both mining companies and mine employees. For mining companies, FIFO facilitates employment of skilled individuals who would otherwise be unwilling to relocate to remote areas. For employees, the benefits include:

- Financial rewards.
- Live anywhere.
- Changing jobs is easier.
- Frequent Flyer Rewards.

## PROFESSIONAL TRAINING & DEVELOPMENT

Completing a mine related training course may be your first step towards securing a high paying mining job or simply be just a refresher for those who have worked within the industry for years.

The mines offer an incredible opportunity to earn great money – even if you're just starting out. However, such lucrative salaries means there is a lot of competition to get those high paying jobs. So when you apply for a mining job you need to ensure that you're going to stand out from others.

Employers are looking for people who have the best skills and mining training. So it's critically important you up-skill yourself with the best training. When you have good training and we speak with potential employers on your behalf, this training may be the advantage you need to outshine others candidates applying for the same position.

*One of the most fundamentally important aspects of training on a mine site is ...Safety!*

Mining companies want to ensure that they have an impeccable safety record for many reasons. And as an Employment Agent we want to ensure that our workforce is safe, happy and injury free.

Ask a member of the Paramount Purchasing Recruitment Team for more information about available courses.

## PERSONAL LIABILITY

As a LHC you must adopt a *Zero Tolerance Policy* and that in the event that you return a positive **Drug and Alcohol** screening test result showing *banned substances* for a confirmed assignment, you will be liable for the costs of the Drug & Alcohol (D&A) screen as well as other pre employment medical costs incurred as requirement for the labour hire contract assignment. Should a D&A test result prove **inconclusive**, all costs associated with further screening and analysis will also be borne the contractor.

Once confirmed into a site based LHC assignment and recorded on the flight manifest (Fly In Fly Out / Site Visit or Residential roles) **you are** responsible for checking-in to each flight on time and understand that if you miss a scheduled flight to a site, any penalties and expenses associated with re-arranging mobilisation to site or back to point of origin (rebooking flights etc) or costs associated with the missed flight, will either be deducted from your pay or you will be required to make your own arrangement to get home at your own expense.

## FIFO

FIFO creates challenges for the workers, but also for the friends and family they leave behind. These include:

- Extended periods away from your family and friends
- Body clock adapting to change in roster from family time in your home base to work roster time
- Mood swings - the highs of coming home versus lows of leaving for work
- Relationship strain from being out of the home working long hours
- Roster changes that make it hard to plan social events in your home base

Whether FIFO benefits make the challenges worthwhile comes down to personal opinion. Many people enjoy the FIFO lifestyle, making it a long term career choice. Other people choose to accept the challenges for a short period of time, in the hope of making fast financial gains.

If you're considering a FIFO position, try to negotiate a roster that suits your lifestyle. Consider your personal tolerance for working long hours away from home, as well as your family's ability to cope without you, before committing to any FIFO arrangement.

## WRITING A RESUME

Here's a brief rundown on the essential things to include on your resume.

**Personal details** - Full name and contact details including address, telephone number(s) and email address

**Education and training** - A summary of your education and training history, starting with your most recent studies, making sure you include all training that's relevant to the job you're applying for.

**Employment history** - Start with your most recent work history and work backwards chronologically, listing the name of the employer, your job title, the dates you worked there, and your responsibilities, tasks and achievements. Make sure you include everything that's relevant to the job.

**Skills and abilities** - A list of the things you're good at. These can be general skills or skills specific to a particular job. List them under broad headings such as "Communication" and "Teamwork".

**Qualifications, Licences and Certificates** – A list of all industry related licences (eg. Forklift ticket, HR Licence, MWHSC etc.)

**Referees** - List people who can talk about how good a worker you are. Make sure you get their permission before including them on your resume. List their name, company name occupation, and contact details.

**Proofreading** - Make sure there aren't any spelling mistakes, typos or grammatical errors.

**Presentation** - Make sure the resume is well laid out, easy to read and able to be printed on clean, white A4 paper in ONE standard font and at a standard size (10 or 12 point).

**Customisation of Resume** - On receipt we will simply remove your personal contact details along with referee contact information and add our Paramount Purchasing banner / logo before sending out to prospective employers. We will not submit your personal resume without your express permission.

### Part 1 -The written questionnaire

In most cases, the written questionnaire will ask very broad questions in an attempt to gather as much information about you as possible. You will need to declare all your medical concerns, whether mental or physical. Also, be prepared to answer questions about your medical history as well as your current health and lifestyle.

Normally you will need to fill out the form yourself, but occasionally the medical examiner will complete the questionnaire while interviewing you.

Some common questions include:

- Are you taking any regular prescription medication?
- Have you ever undergone a surgery?
- Does your family have a history of Asthma or Diabetes?
- Have you ever been addicted to drugs or alcohol?
- Do you smoke?

Of course, answering "yes" to any of the above will require further explanation. Always give full and honest answers to these questions. Failure to provide true information may get you into trouble, especially if you're unable to do your job well or if your medical condition endangers others.

### PRE-EMPLOYMENT MEDICAL-WHAT TO EXPECT

#### Part 2 – The physical medical examination

The physical exam is designed to assess your ability to fulfil the daily duties of your new role, as well as meet statutory health and safety standards of the job. The exam itself will vary greatly depending on the job position and the employer. In mining, most new employees will undergo all the following standard physical assessments, plus a selection of optional assessments specific to the job.

- MWHs (Mine Workers Health Surveillance) Test
- Hearing Test
- Lung Function Test
- Blood Pressure
- Body Mass Index
- Urine Analysis
- Physical Fitness Test
- Eye/Vision Test
- Joint Range of Motion
- Musculoskeletal Assessment (Strength Test)
- Spinal Assessment