

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA02/291

**TITLE:** Harrison Manufacturing, Brookvale Enterprise Agreement 2002

**I.R.C. NO:** IRC02/4025

**DATE APPROVED/COMMENCEMENT:** 8 August 2002/23 May 2002

**TERM:** 23 May 2003

**NEW AGREEMENT OR VARIATION:** Replaces EA01/40

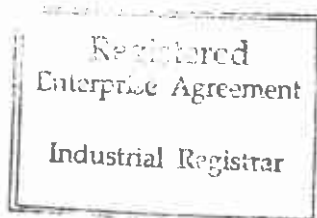
**GAZETTAL REFERENCE:** 20 September 2002

**DATE TERMINATED:**

**NUMBER OF PAGES:** 20

**COVERAGE/DESCRIPTION OF EMPLOYEES:** Applies to all employees of Harrison Manufacturing Co. Pty Ltd at the Company's Brookvale site who fall within the coverage of the Storemen and Packers, General (State) Award

**PARTIES:** Harrison Manufacturing Co Pty Ltd -&- National Union of Workers, New South Wales Branch



## 1. OPERATION and TITLE

The terms and conditions of the Award (see Definitions) shall apply provided that where there is any inconsistency between this Agreement and the Award, this Agreement shall apply.

This Agreement shall be known as the Harrison Manufacturing, Brookvale Enterprise Agreement 2002.

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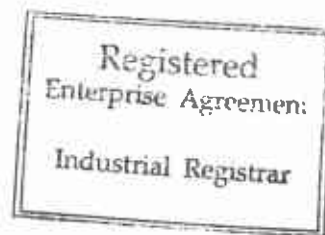
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## 2. Objectives

The parties agree that they have the mutual objectives of ensuring the long-term economic success of the company and of sharing fairly in this success.

To meet these objectives it is essential that work is carried out efficiently, co-operatively, accurately and safely, and that it gives a sense of satisfaction.

## 3. Definitions

The Company: Harrison Manufacturing Co. Pty. Limited

The Union: National Union of Workers (New South Wales Branch)

The Award: Storemen and Packers General (State) Award.  
This agreement will be read in conjunction with the Storemen and Packers Award. Where there is any inconsistency this Agreement shall take precedence to the extent of the inconsistency.

Blender, Grade 1: An employee who is required to work from prepared formulations and undertake the complete processes involved in the manufacturing blending and packaging of all the Company's products to standard.

Blender, Grade 2: An employee who is required to work from prepared formulations and undertake the complete processes involved in the manufacturing, blending and packing of all the Company's products other than lubricating greases, to standard.

General Hand: An employee engaged in general activities to achieve the Company's daily production needs, within their qualifications.

Storeperson: An employee engaged primarily in the receiving, warehousing, order picking and despatch of raw materials and finished products, including the inspection, decanting, repacking, and rebranding of goods where necessary.

Supervisor: An employee who organises and supervises other members of a work group or shift and communicates with the Blenders as necessary.

Part-time Employee: An employee engaged to work regular days and regular hours, either of which are less than the number of days and hours worked by a full time employee, with the hours worked to be a minimum of twenty and a maximum of thirty seven and half in one week, and no less than four hours in any one day.

#### 4. Contract of Engagement

The company will endeavour, whenever possible, to provide full time employment. However it is recognised that some job requirements may be part time and some employment will be on a casual basis to meet cyclic or short term demand.

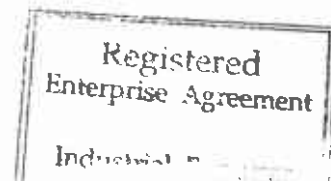
Where an employee is engaged for a permanent position, the engagement will be subject to a three month initial trial on a casual basis. A formal assessment of capacity and conduct will be made by the Operations Manager at the completion of each month of the trial and the employee will be advised of progress. The decision to continue the trial and/or to offer permanent employment will be made by the Operations Manager, based on the assessments, prior to the end of the three month trial.

##### 4.1 Confidentiality Agreements

The company has many confidential work procedures and product information that is readily available in many cases to employees. It is critical that this information remain confidential to protect the long term future of the company. Employees are required to sign a Confidentiality Agreement before commencing work on site.

Under this Workplace Agreement any current employees who have not signed this document will sign the Confidentiality Agreement within one month of the date of this Agreement commencing.

#### 5. Working Hours



##### 5.1 Normal Hours

Normal hours of work will be thirty eight hours per week Monday to Friday, eight hours per day, excluding a meal break of thirty minutes per day. The hours will be between 6.00am and 6.00pm, and will be determined for each employee by the Operations Manager, or his representative.

Twenty four minutes per day will be banked towards a monthly RDO.

##### 5.2 Meal/Crib Breaks

There will be a meal break of 30 minutes. The meal break shall be taken no later than 1.30pm, provided that no employee shall be required to work for more than five hours without a break for a meal. Such meal breaks shall not count as time worked. The timing of the meal break will be determined for each employee by the Operations Manager, or his representative. The Company recognises that the meal

break is also a social occasion and will attempt to give each employee reasonable opportunities to take it at a shared time, subject to production demands.

There will be a paid morning tea break of 15 minutes. The morning tea break will be taken at a time that minimizes production loss. The timing of the tea break will be determined for each employee by the Operations Manager, or his representative.

There will be a paid afternoon tea break of 15 minutes, to be taken at a time that minimizes production loss. The timing of the tea break will be determined for each employee by the Operations Manager.

### 5.3 Wash Up Time

A paid time of 10 minutes will be allowed just prior to finishing time for washing up.

### 5.4 Overtime

1. For all work done outside ordinary hours the rate of pay shall be time and a half for the first two hours and double time thereafter, such double time to continue until the employee has been released from duty.
2. Subject to the next succeeding paragraph, when overtime work is necessary it shall be so arranged that employees have at least ten consecutive hours off duty between the work of successive days.

Employees (other than a casual employees) who work so much overtime between the termination of their ordinary work on one day and the commencement of their ordinary work on the next day that they have not had at least ten consecutive hours off duty between those times shall, subject to this sub clause, be released after completion of such overtime until they have had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence provided that should an employee's ten hours rest period as aforesaid end within two hours of the normal ceasing time, they shall not be required to report for work on that day.

If, on the instructions of their employer, such employees resume or continue work without having had such ten consecutive hours off duty, they shall be paid at double their ordinary time rate until they are released from duty for such period and they shall then be entitled to be absent until they have had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

### 5.5 RDO's

RDO hours are accumulated at two hours per week for all full-time employees. RDO's do not accrue on periods of leave.

Each employee will receive one RDO approximately every four weeks. At least 75% of an employee's RDO's will be allocated next to a weekend.

A roster of RDO's will be issued by the Operations Manager prior to the due date. The Operations Manager will endeavor to accommodate preferences but his/her decision will be final. If an employee is contacted on the day of an RDO and requested to work on that day, they shall be paid at double time for the RDO hours that they work.

An employee may, on giving a minimum of two weeks notice, opt to work rather than to take an RDO. In such cases the employee's normal work hours on the day will be paid at time-and-a-half. This payment is in addition to the "banked" RDO wages for that day. Any overtime on a worked RDO will be calculated on normal rates, not on the RDO rate.

Employees may not, at any time, be paid for more than their "banked" RDO hours which must total eight (8) hours minimum.

## 6. Payments

### 6.1 Rates of Pay

These are set out in the attached Schedule 1.



### 6.2 Payment Method

Other than for casual employees, wages will be paid weekly, not later than Thursday, by Electronic Funds Transfer (EFT) to a Bank or Building Society account nominated by the employee or, in exceptional circumstances, by Company cash cheque.

The wages paid will be those earned up to and including the day prior to the pay day, except that loading and allowances for the two days prior to pay day may be paid in the following week.

On or prior to pay day the Company will inform each employee in writing of the amount of wages to which they are entitled, the amount of deductions made and the net amount being paid to their bank account.

The Company is responsible for ensuring that wages are transferred to each employee's nominated account a minimum of one day prior to the due pay day. The Company will not be held responsible for any failure of the employee's nominated Financial Institution to give the employee access to the wages for any reason.

Upon termination of employment ordinary wages due to an employee shall be paid on the spot by Company cash cheque. Any allowances, loading or holidays etc. due shall be paid within 24 hours of such termination, by EFT. If the wages cannot be paid by EFT they will be forwarded by mail to the most recently notified address of the employee.

Casual employees will be paid on the termination of their employment, or weekly, whichever comes first.

### 6.3 Allowances

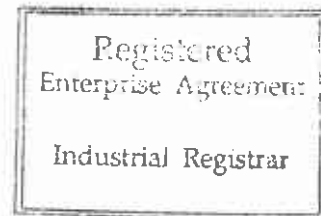
A Meal Allowance will be paid at the Award rate after two hours worked overtime. This allowance may be paid in the next pay cycle

A First Aid Allowance will be paid at the Award rate plus 15% to all employees who hold a current recognised first aid certificate.

### 6.4 After Hours Transport

When employees who work either overtime or a shift for which they have not been rostered, and for which they have not received twenty four hours notice, finish such work at a time when their normal means of transport or reasonable means of public transport are not available, the Company shall provide appropriate car transport to a maximum radius of thirty kilometres from the factory

## 7. Leave.



### 7.1 Sick Leave and Carer's Leave

The parties acknowledge that sick leave is provided to cover periods when an employee is not well enough to work, or to allow an employee to provide care for a family member. The entitlement to sick leave and carer's leave and the conditions that apply to claims are as per the Award, with the following conditions.

The parties also recognise that it is important that as much notice as possible is given by the employee to the Company in the case of their inability to attend work. Notification of absence is to be made prior to planned commencement time where possible. This notification is to be made to the Operations Manager, or in their absence the Human Resources Manager, or Shift Supervisor, who in turn must notify the Pay Office.

If employees become unwell during their shift they must notify the Operations Manager or in their absence the appropriate senior member of staff before ceasing work. Should this occur in the absence of the Operations Manager or a senior member of staff, the employee must notify one of them via the after hours numbers before ceasing work.

Once (and while) 14 days of untaken sick leave are accumulated, an employee may opt either to have additional sick leave paid out as it falls due or to add it to their



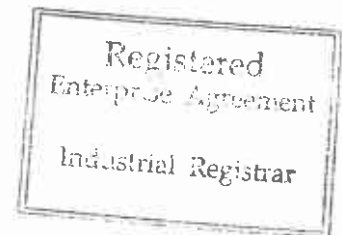
bank of sick leave. Banked sick leave, up to a maximum of 14 days, can be cashed out on leaving the company.

## 7.2 Bereavement Leave

The award provision shall apply except that employees shall be entitled to three days bereavement leave.

## 7.3 Picnic Day

Employees shall be entitled to one paid picnic day per year. This day is to be the last working day before Christmas, unless a different day is agreed by the Operations Manager and a majority of employees.



## 8. Career Progression

The Company will attempt to give each employee the opportunity for career progression. Where appropriate, it will give preference and training to existing employees when filling vacancies. However the Company reserves the right to select the most appropriate applicant for a job.

### 8.1 Job Enhancement

Wherever possible, the Company will create a number of performance/skill levels for each type of employment position and will define the prerequisites for each level (see Schedule 2 attached).

### 8.2 Training

The Company will define the training requirements for each position and will train employees for positions as and when necessary and appropriate. Successful completion of training is a prerequisite for the filling of all positions. The Operations Manager will have the final decision on whether training has been completed successfully.

The Company will train sufficient employees for each position to allow back-up coverage. If the back-up position has a higher skills grading, employees will be paid at the higher rate only when they are actively working in the higher position.

## 9. Occupational Health and Safety (OH&S)

The parties recognise that some of the raw materials, process equipment and products used or produced may give health, safety or environmental problems if not

handled correctly. It is therefore essential that the Company provides all employees with adequate training, information and protective clothing. It is also essential that employees use this training, information and protective clothing correctly.

### 9.1 Protective Clothing

Required protective clothing for each position/task will be defined and supplied by the Company. An employee must use and maintain issued protective clothing. Failure to use or maintain such clothing may result in dismissal, subject to grievance resolution procedures.

### 9.2 Training

Prerequisite safety training will be defined by the Company for each employment position. Satisfactory completion of this training is necessary before a position can be taken up.

### 9.3 Work Practices

Work practices such as good housekeeping requirements of the OH&S Act and as documented in the ISO 9002 Quality System must be followed by employees.

Deliberate departure from documented or standard work practices may be grounds for dismissal, subject to grievance resolution procedures.

Suitably trained staff members may only operate plant and equipment under the following circumstances:

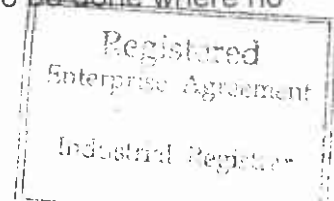
- in an emergency situation, or,
- until a qualified employee is available for a task where no employee is readily available at the time when work is required to be done, or,
- To assist an employee (with their permission) in doing a particular task.

Where possible an employee representative is to be consulted first but if not, as soon as possible after the event

The company recognises that the workplace should be properly and fully staffed to ensure these circumstances remain as exceptions to normal practices. The Operations Manager shall determine if work is required to be done where no employee is available.

### 9.4 Safety Information

The Company will provide safety information on all raw materials, processes and products, plus training in correct handling.



## 9.5 Safety Committee

The Company will encourage the formation of a safety committee and will give it adequate resources.

## 10. Quality

The Company holds ISO9002 quality accreditation. Employees recognise their responsibilities under the Company's quality scheme to produce, store and despatch quality products and support the aims of this scheme.

## 11. Counseling and Discipline

### 11.1 Counseling.

In the first instance, when the supervisor perceives a problem with work performance, the supervisor/manager may counsel the employee, ensuring that the employee is aware of the conduct or behavior required and also aware of the consequences should the incorrect behavior continue.

The supervisor/manager should make a written report of the counseling, for inclusion onto the employee's file.

The supervisor/manager should assist, where possible, in identifying means for improvement and should monitor the improvements over a period not exceeding one month.

### 11.2 Discipline

#### 11.2.1 Verbal Warnings

Should the problem or poor performance continue after counseling the supervisor/manager should again approach the employee with union representation, where necessary and a witness, this time more formally. The employee should be informed by the supervisor/manager that improvement is required and if the improvement is not forthcoming the employee is warned that they could be



dismissed. The fact that a verbal warning has been issued should be recorded in the employee's file and performance monitored.

The employee will be given an opportunity to respond to the employer's concerns and will be given an opportunity to rectify his or her performance or conduct within a reasonable period of time, depending on the circumstances. Counseling may continue through the time given for improvement and the counseling times diarised.

### 11.2.2 Written Warnings

First official written warning.

If the employee fails to rectify his or her conduct or performance within the required period, the manager will then require the employee to attend a meeting at which an official written warning will be given.

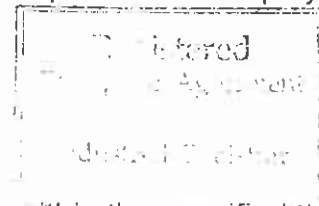
If the employee's continued inadequate performance or misconduct is such that it would be unreasonable for the manager to allow the employee the allotted time to remedy the problem, then the manager will institute the first official meeting prior to the specified time for the verbal warning expiring.

The manager will inform the employee prior to the meeting of the concerns which the manager has with the employee's conduct or performance, and state that the employee is allowed to have a person of their choice accompany them to the meeting.

At the meeting the manager will outline the nature of the problem(s) and allow the employee an opportunity to respond.

If the employee's response is not adequate the manager will present the employee with an official written warning. The warning should state:

1. The problem
2. All previous verbal warnings and their dates.
3. The corrective action which is required
4. That if the employee does not remedy the problem within the specified time, for example three months, a further warning will be issued and the employee may ultimately be dismissed
5. The written warning will be filed in the employee's personal file for the specified time.



Manager to monitor performance and counseling to continue during this time as to the employee's progress or lack of it. Counseling to be diarised.

Second official written warning.

If the employee fails to meet the appropriate standard within the time allowed, the manager should then have a second official meeting with the employee. The second official meeting should replicate the first meeting. However, the employee will be

advised that failure to remedy their poor performance or conduct may lead to dismissal.

The suggested time frame for the second warning would be six months.

Third and final official written warning.

Should the employee's conduct or performance not improve, and all the required steps have been followed, a third and final warning will be issued. This will involve requesting by letter that the employee attend an official meeting. The letter should state:

1. That the employee's conduct or performance is still unsatisfactory.
2. The list of all counseling and verbal sessions with dates.
3. The dates of the two previous written warnings.
4. The employee is entitled to have a person of their choice with them at this session.
5. The employee must be able to adequately explain his or her conduct or performance. If not they may be dismissed with no further warning. Alternatively the manager may issue a third and final written warning stating that the persons conduct or performance will be closely monitored for a specific period of time, (e.g. 9 months.)

An employee may be dismissed for theft, fighting, deliberate unsafe work practice, or tampering with the timekeeping system. In such cases it is not necessary to give notice, and the above counseling process need not be followed.

An employee who is absent from his job for four consecutive days without contact with the Company may be terminated if reasonable attempts at contact have been made by the Company to the last known address or if the employee cannot provide proof for the prolonged absence which is acceptable to the Company, in line with Company Policy.



### 11.3 Redundancy

The company is committed to attempting to provide long-term permanent employment for its employees. Should redundancy be necessary the reasons will be discussed with all employees and their union and an opportunity given to suggest alternatives.

Prior to any redundancy becoming necessary The Company will seek consultation with employees and the union before selecting employees to be made redundant. Leave reserved for further negotiation re redundancy package.

## 12. Grievance Procedures

It is agreed that the resolution of grievances and disputes will be based on a process of consultation, co-operation and discussion, carried out in a way that minimizes interruption to work and productive output. It is also agreed that grievances and disputes will be dealt with promptly.

An employee with a grievance at first instant should refer to his/her immediate supervisor. It is the employee's right to request that the union delegate be present.

Failing to settle at this level, the union delegate with employee, shall refer the matter to the Operations Manager.

Failing settlement at this level, the delegate shall refer the grievance to the union representative who will discuss the matter with The Company.

All effort will be made by The Company and the union representative to settle the matter. Failing settlement, the union shall refer the dispute to the union Secretary and The Company shall refer the dispute to its highest authority.

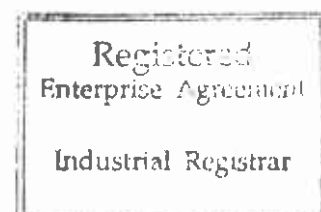
During the discussions, the status quo shall remain and work shall proceed normally. "Status Quo" shall mean the situation existing immediately prior to the dispute or the matter giving rise to the dispute.

Either party shall have the right to notify the dispute to the Industrial Relations Commission.

## 13. Union Representation

Up to two employee-appointed union representatives will, upon written notification by the Union to the Company, be recognised as the accredited representatives of the Union. Provided that prior permission is obtained from the Shift Supervisor or Operations Manager on each occasion before leaving the job, they shall be allowed the necessary time during working hours to interview the Company or its representatives on matters affecting employees whom they represent.

Where a union representative is required to attend a hearing in the Industrial Commission or before a Conciliation Commissioner and the procedures laid down have been followed, the union representative will be paid at the base rate for the time of such attendance to the extent that it overlaps with the ordinary hours of work.



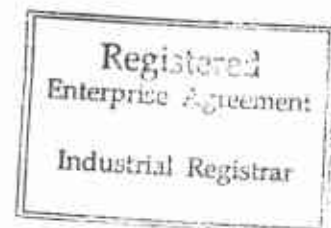
If the Union representative wishes to hold an on-site meeting of members, the Operations Manager will be informed of the intention to hold the meeting and given the reason for the meeting and its expected length. The Operations Manager will advise the Union representative promptly of the most suitable day and time for the meeting and, if it is in working time, whether or not attendees will be paid for the time spent at the meeting.

With the approval of the Operations Manager, payment may be made for up to thirty two hours, at the appropriate hourly base rate, to allow one Union delegate to attend four Union-organised off-site meetings per 12 months. Prior notice is to be given of the date and time for meetings, so as not to inconvenience production. Any further leave requested by the Union for legitimate business or training will be considered after details in writing are received from the Union regarding the time off request.

New employees will be informed of the unions represented on this site at their induction, and introduced to the current union delegate on commencement. Harrison Manufacturing will upon authorization deduct Union membership dues, as levied by the National union of Workers New South Wales Branch in accordance with its rules, from the pay of Employees who are members of the National Union of Workers New South Wales Branch at the beginning of each month together with all necessary information to enable the reconciliation and crediting of subscription to members accounts

#### 14. Job Classifications

Classifications - See Schedule 1 and 2 attached.



#### 15. Duration

This agreement shall come into operation from the 24th May 2002 and shall continue in operation for a period of not less than one year ending date to be 23<sup>rd</sup> May 2003. This agreement shall replace any prior agreement between the two parties prior to that date.

#### No Extra Claims

There shall be no extra claim by either party during the life of this agreement, except concerning redundancy where parties are committed to further discussion should the need for redundancy arise. Leave reserved for further negotiations on redundancy package.

#### 16. Renegotiation of Agreement

The parties will commence negotiation for a new collective agreement to succeed this agreement, at least three months prior to the end of the nominal term of this agreement.

SIGNED FOR AND ON BEHALF OF  
HARRISON MANUFACTURING CO PTY LIMITED

*[Handwritten Signature]*  
..... Position: *ENTERPRISES MANAGER.*

IN THE PRESENCE OF

*[Handwritten Signature]*  
..... Name: *Christine Huddle*

SIGNED FOR AND ON BEHALF OF THE  
NATIONAL UNION OF WORKERS  
NEW SOUTH WALES BRANCH

*D Belan*  
..... Witness: *[Signature]*  
*JG V. ASH LORR, J.P.*

Secretary.





## Schedule : 1 Rates of Pay Under Agreement 2002

Wage increases and new schedule of wages for the period 24/05/02 to 23/05/03

### General Hand

Basic + 6%	Grade B	Grade A	Grade A+
676.69	693.61	713.91	N/A

### Store person

Basic + 6%	Grade B	Grade A	Grade A+
699.11	716.59	737.56	755.04

### Blender/2

Basic + 6%	Grade B	Grade A	Grade A+
714.65	746.81	768.26	786.12

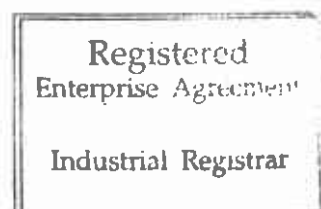
### Blender/1

Basic + 6%	Grade B	Grade A	Grade A+
729.66	762.50	798.98	817.22

**Under Training Rate Increment** - Employees under training to a higher level are to be paid an additional 1.00% on their current rate of pay while undergoing training.

The above rates include the 1% productivity increase which is contingent on the implementation of two things;

1. The continued use and maintenance of a part drum register.
2. The use and continued maintenance of the "suggestion sheets", these to be used in all areas to note supplies getting low, or running out etc.



**Schedule: 2**

**JOB SKILL LEVEL REQUIREMENTS.**

**GENERAL HAND.**

**Basic.**

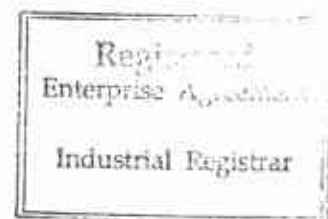
Understanding of the quality system and site environment requirements.  
Ability to comprehend written and verbal instructions.  
Interpretation of a pack off and/or repack / rebrand sheet, cut a stencil to same and it's application to the appropriate packaging.  
Small pack labelling with machine application.  
Ability to add raw materials as required to mixing/blending vessels.  
Pack off product per instructions including Lab. sample  
Safely and cleanly palletise finished product.  
Assist in stocktakes.  
Maintain good house keeping.  
Mould Lube packing and area maintenance.  
Ability to present saleable goods, and, to maintain an ownership of the packing area.

**Grade B;**

Ability to set up vessel packing line including flushing, check weighing and setting scales.  
Carry out light maintenance work on air units, conveyors, scales, replace camloc seals and report pressure hose fatigue  
Holds a current Forklift drivers license or competent Trainee.  
Re-gas Forklifts bottles.  
Supervise bulk tanker discharging and/or loading.  
Understanding of transport documents if called on short term to load/unload.  
The ability to train new General hands in basic skills  
or  
Operate a small pack conversion line to achieve an acceptable throughput.

**Grade A;**

The operation of the computerised labeling machine.



**Schedule:2**

**JOB SKILL LEVEL REQUIREMENTS**

**BLENDER**

**Basic**

As per General Hand Grade A.

Plus

- Ability to work unsupervised with in and to achieve the allotted time frame
- Holds an understanding of what the finished good is used for.
- Ability to communicate with Shift Blenders.
- Ability to comprehend written and verbal instructions as interpretation of a blend sheet from Production / Laboratory office
- Aware of day to day Q.C. (Laboratory time and samples taken to Lab. before crib breaks).
- Holds an understanding of raw material MSDS.
- Ability to plan ahead from the production program re; preparation of raw materials and advise the stock controller of any negative raw materials.
- Seek advise from the Lab. of substitute raw materials if required.
- Maintain accessible raw material areas and practice stock rotation of same.
- Ability to report any (unqualified) inconsistencies with raw materials and plant.
- Assist as required with packing the finished product.
- Set up and monitor computerised process controls/Use grease room computer.

**GRADE B:**

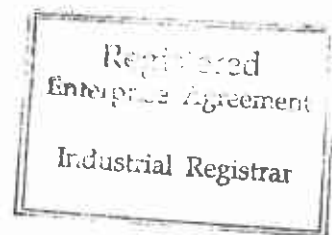
1) Requirements for BOTH Blender/1 and Blender/2:

- a) Light maintenance ;-
  - Maintain Clean filters.
  - Air services.
  - Gear box and contactor seal oil levels.
  - Report pressure hose fatigue (general hand statement)
  - Bleed HTO circuit and report to Maintenance / Lab.  
(and HTO top up currently paid)
  - Replace camloc seals
  - Replace and/or report area light globes
  - Replace contactor seals

b) The ability to train new Blenders into the role of Blender - Basic Grade.

2) Requirements for Blender/1 only additionally include:

- a) The ability to blend lubricating oils, and maintain general supervision of the Grease Room and Pack off areas when required.



## **GREASE ROOM BLENDERS**

The following grades assume Grade B level Blender/1 has already been achieved.

### **Blender/1 - Grade A**

This may be achieved separately as outlined below:

- a) Computerised stock conversions.
- or,
- b) The ability to blend Sulphurised Oil and Factice, with these skills practiced monthly.

### **Grade A+**

Both skills (a) & (b) of Grade A listed.

## **SULFURISED OIL & FACTICE & OILS BLENDER**

The following grades assume Grade B level Blender/2 has already been achieved.

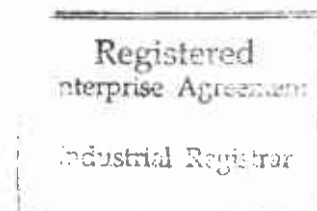
### **Blender/2 - Grade A**

This may be achieved separately as outlined below:

- A) The ability to compile vessel Pack Off sheet requirements.
- or,
- b) To act as the Factice area store person, ie. Pick orders rotate stock and maintain a stocktake of this area.
- or,
- c) The ability to blend lubricating oils, with these skills practiced at least monthly.

### **Grade A+**

Skills (a,b & c) practiced at least monthly



## Schedule: 2

### JOB SKILL LEVEL REQUIREMENTS

#### STOREPERSON

##### Basic

1. Holds a current Forklift Drivers Licence or is a competent Trainee.
2. Ability to re-gas the Forklift bottles.
3. Ability to comprehend written and verbal instructions. Interpret Pack off and/or Repack/ Rebrand sheets, cut a stencil to same and it's appropriate application.
4. Consolidate orders to the required despatch instructions and receive & check goods in accordance with the quality system.
5. Holds a strong understanding of transport documentation including pallet control.
6. Maximise pallet consolidation through out the site and obtain a clear understanding of stock location / rotation.
7. Assist in stocktakes
8. Maintain good house keeping

##### GRADE B

1. Light maintenance on Forklifts to check oil/water levels, (top up) lights, (change globes) check hoses, fan belts, tyres and to report any abnormalities, report pressure hose fatigue and oil leaks. Keep Forklift clean (wipe down daily).
2. Basic Computer Skills
  3. Exposure to Dangerous Goods paperwork and handling.
  4. The ability to train new storepersons in basic stores skills.

##### GRADE A

1. Computerised Order Picking and Stock Conversions.

##### Grade A+

1. Forklift driver trainer, must be training and practicing this skill.

