



Dec 2013

Jan 2014

THE SPLINTER

EMPLOYEE NEWSLETTER

Movember Fever Burns through Colac Kilns

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Portland Pine

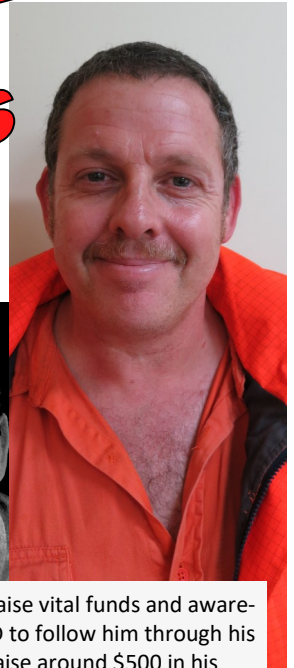
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Colac Kiln worker Brett Williamson volunteered his face in 'Movember' last month to raise vital funds and awareness for prostate cancer, testicular cancer and mental health in men. Brett invited AKD to follow him through his journey of self growth by sharing his week by week transformation. He had hoped to raise around \$500 in his Movember campaign but when the end of the month rolled around he was thrilled to learn that he had exceeded his own expectations and raised a total of \$670. Brett was overwhelmed with gratitude for the generosity both in our company as well as in the local community. He had this to ad:

*The mo that wouldn't grow,
It was there however bare,
I left it for the good of men's health,
And to spread some much needed wealth,
Like a caterpillar on my lip,
I couldn't wait to give it the clip,
For the month of November I didn't get lucky,
By the end I was sitting on my eggs, like I was clucky.*

Thanks to all that donated to this worthy cause!—Brett Williamson

There once was a man named John Browne,
Whose figure was jolly and round.
At Christmas each year,
He grabs his reindeer,
And flies in his sled around town.

Ho, Ho, Ho

As 2013 Draws to a close we'd like to take this opportunity to thank all AKD Softwoods employees for a massive effort this year. We wish you and your families a very merry Christmas and a safe New Year.

We have both had the pleasure of working with teams this year that were both positive and helpful. We look forward to seeing you back in 2014 ready for another successful year.

We are both hoping that in 2014 Gary Morrissy will stand still for 30 seconds, Phil Norman will believe us when we say we will make the Horizontal Saw run, Craig Conway will get his shot at Karaoke stardom, Steve Lee accepts that he's gone grey, Cameron Percy gets a haircut, Gavin Harris tones down his emails and Glenn Lacny finds love. We also hope to finally understand those Tasmanian accents at Irrewarra!

Merry Christmas Everyone!

John Browne—Operations Manager-Sawmilling

Carl Angus—Operations Manager—Further Processing





MERRY CHRISTMAS



AKD CHRISTMAS PARTY

AKD celebrated the end of another great year with our annual Christmas Party hosted by Straight Shooters in November. The event brought together almost 100 of our hard workers, who partied the night away with cold drinks, classic beats and games of pool. Geelong band 'Traffic Jam' pumped out some old favourites inspiring some questionable moves on the D-Floor.

Everyone embraced the Christmas spirit by eating too much, laughing too loud and sharing inappropriate jokes with fellow work mates.

We wish to thank those that attended for a great representation of AKD and we hope everyone had a fantastic time!





Christmas Shut Down Period

Area	Shift	Finish Date	Start Date
Administration	All	24th December	2nd January
Colac Green Mill	Day	24th December	6th January
	Night	23rd December	6th January
Colac Kilns	Day	24th December	27th December
	Night	23rd December	27th December
Drymill/Weinig	Day	24th December	6th January
	Night	23rd December	6th January
Dispatch	All	20th December	6th January
Finger Jointer & Moulder	Day	24th December	6th January
Forestry	All	20th December	2nd January
Irrewarra Green Mill (last production shift)	Day	5th December	6th January
	Night	5th December	6th January
Irrewarra Kilns	Day	24th December	2nd January
	Night	23rd December	2nd January
Paul Docker	Day	20th December	6th January
Treatment Plant	Day	24th December	6th January
	Night	23rd December	6th January

Maintenance employees will be required to work as rostered.

Should you have any queries or concerns, please discuss with your supervisor or manager.

AKD Softwoods Christmas Pay Dates 2013

MON	TUES	WED	THURS	FRI	SAT	SUN	
9 DEC	10 DEC	11 DEC	12 DEC	13 DEC	14 DEC	15 DEC	This week to be paid on 19/12/13 as normal
16 DEC	17 DEC	18 DEC	19 DEC	20 DEC	21 DEC	22 DEC	This week to be paid on 23/12/13 at the latest, however money should be in your bank over the weekend. (Thurs 19th-Sunday 22nd will be paid as rostered. All unrostered O/T, adjustments, deductions & additions will be processed by week ending 10/01/13)
23 DEC	24 DEC	25 DEC P/HOL	26 DEC P/HOL	27 DEC	28 DEC	29 DEC	This week to be paid on 30/12/13 (Mon 23rd-Sun 29th will be paid as rostered. All unrostered O/T, adjustments, deductions & additions will be processed by week ending 10/01/13)
30 DEC	31 DEC	1 JAN P/HOL	2 JAN	3 JAN	4 JAN	5 JAN	This week to be paid on 09/01/13
6 JAN	7 JAN	8 JAN	9 JAN	10 JAN	11 JAN	12 JAN	Back to normal - This week to be paid on 16/01/13 All adjustments will be paid in This week

NOTES

- Payments will be in your bank (at the latest) on the days circled in black
- All unrostered O/T, adjustments, deductions & additions will be processed by the week ending 19/01/13
- Any queries, questions or concerns, please contact your supervisor



THE SPLINTER

EMPLOYEE NEWSLETTER

Portland Pine

One of the most important things to know about Portland Pine Products (PPP) is that it is located in Heywood and not Portland! Back in the early 1970's when the company name was first registered it was intended to be setup in Portland, but an opportunity to purchase a more suitable site arose at the '11th hour', hence Heywood it was.

PPP, a 100% owned subsidiary of AKD Softwoods, is currently the largest single site manufacturer of CCA treated round wood products in Australia. As a comparison, PPP's output is almost double that of Shelton's Treated Timbers. Marty Hayden, a former AKD director and John's older brother, managed the site for 30 years until Sept 2010, when I, the current manager, was appointed.

PPP is a large site covering approximately 60 acres (pictured) and is located on the outskirts of Heywood on the Mt. Gambier road. We currently employ 25 fulltime employees operating predominantly on a dayshift basis. Thirty percent (30%) of the workforce have 15+ years of service, and our numbers include a father and two sons (Vince, Darren & Michael Pevitt) as well as another set of brothers (Neil & Brendan Coustley).

Eighty percent (80%) of PPP's raw material intake comes from Forestry SA, with the balance coming from HVP and AKD Plantations. PPP's major customers are Landmark, Elders, CRT, Murray Goulburn and AIRR stores thus providing a wide geographic spread of branches/independent stores across country Victoria and South Australia.

Our main products are posts, strainers and rails for farm fencing, vineyard posts, and a range of poles up to 12 metres long.

If you are passing through Heywood and have got time for a quick site tour let us know and we would be pleased to show you around.

From the Portland Pine team, have a Merry Christmas and a happy New Year.

Peter Herde—Manager Portland Pine Products



Yard Talk...

If you could be any Super Hero or Villain, which one would you be and why??



Spiderman—Get anywhere, Do anything

**Tom Sanson,
Maintenance**



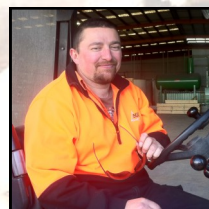
Batman—Cause he always wins

**Lachy Harty,
Drymill**



The Hulk—I am incredibly strong and I can't be tamed...HULK SMASH!!

**Steve Lusher,
Sawshop**



Batman—Cause he has all the cool gadgets

**John Dunlop,
Treatment Plant
Operator**

We all

know
which
one
Shane
would



CONTINUOUS IMPROVEMENT PROGRAM

The month of November has seen 35 Supervisors, Managers and office staff complete Certificate IV's in both Competitive Manufacturing and Frontline Management. Having commenced the training in early January 2012 this was a great achievement.

The training groups had a cross section of company departments allowing people to view and be involved in different aspects of the business. The training package was not only focused on process or production improvements, but also communication and leadership techniques through to decision making and team involvement.

Many and varied improvements and benefits have been made since initiating the training, encouraging the company to start the AKD Softwoods Continuous Improvement Program.

The first stage of rolling out the program has involved the enrolment of over 100 employees from our Drymill, EWP and Kiln areas of the site. A number of different certificates will be available to employees depending on their area of work or skill set required.

Training is an important part of AKD Softwoods' evolving culture and we attribute a large portion of our success to continual improvement in our processes and investment in training.

Congratulations to all that have completed their certificates and good luck to all that are starting!

Jon Warton—Training Coordinator



Wood Machinists—Joseph Muvengi & Justin Lafranchi



OPPORTUNITIES: Tom Kilby, Laura Roberts, Luke Wilson and Liam Power have completed trade qualifications while working for one of Colac's major employers AKD Softwoods. The company says the training helps the workers and the employer.

Training scheme boosts careers

Colac timber processor AKD Softwoods is boosting career opportunities for its employees by helping them gain qualifications while they work.

AKD Softwoods' Shane Vicary said four workers had recently completed training courses, which had benefits for employees and the company.

Laura Roberts has a certificate four in business sales, Luke Wilson and Tom Kilby are new qualified fitter turners, and Liam Power completed wood machinist qualifications.

"These are trade qualifications, that have required a combination of offsite training, on-site training, about four years of their time and the completion of projects," Mr Vicary said.

"We are extremely proud of these four individuals, they have done a great job of completing their training whilst being employed at AKD."

"We have other employees underway with their respective training programs, and there are vacancies for adult apprenticeships in saw dozing, wood machining and fitter turner trades."

Mr Vicary said offering workers a chance to gain trade qualifications was an important step in AKD's growth and development as a major Colac employer.



Skillup Presentation Nov 2013

New Employees

Each addition we will be identifying all new employees to AKD Softwoods. We encourage everyone to make these people feel welcome.



Rayle Feigan—DMC



Jared Pietsch —DMC



Ray Dent —GMA

Also welcoming those lucky enough to avoid a photo shoot:
Wayne Pisani- DMA, Chris Robbins DMA and Don McInness DMA

Have anything to contribute to our newsletter?

Please send all contributions to news@akd.com.au or drop by the office and speak to Bree at the front desk

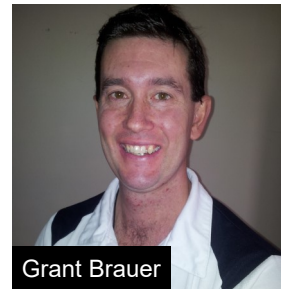
ONSITE PHYSIO



26 Miller Street Colac, Vic 3250
Tel 03 5232 2400 Fax 03 5231 5347

Hi I'm Mark Zampatti. The Corio Bay Sports Treatment Clinic has now been providing On-Site Physiotherapy Services at AKD since May 2013. We work out of the Safety Hub at the Colac Mill Site with my colleague Grant Brauer available during the afternoon shift on Mondays from 4pm till 8pm and I am available on Wednesday mornings between 7am and 12pm.

The purpose of our role here at AKD is to help you in improving your health, wellbeing and safety. AKD is aiming for a no harm workplace and we aim to play a part in reducing, managing and helping to prevent and eliminate injuries. Traditionally the timber industry has involved both heavy physical and repetitive manual handling tasks that increase your risk of musculo-skeletal injury or pain. I am sure that most workers would relate to having some soreness from working physically, just like the soreness we develop after doing exercise, especially when we are just returning to it after some time off. There is a difference though between general soreness and PAIN. If you are experiencing PAIN, either constant or intermittent sharp PAIN then your body is trying to tell you that something is wrong and that it is not coping. If you are experiencing PAIN whilst you are working we would like to know about it and assess you to determine what your problem is but also what is causing it. If we don't identify the cause of PAIN then we can't do anything to stop it making you or other workers injured.



Grant Brauer

Early intervention allows for the best management of injuries before they develop into something that may move on to cause permanent damage. We therefore would like workers to please seek assessment and treatment as early as possible if they develop PAIN. We are happy to treat problems that are both work and non-work related because we understand that problems that may have occurred at home will affect your capacity to carry out your normal duties and your safety here at work. We don't want you to make an injury worse if we are unaware that it may be influencing your ability to do your normal duties.



Mark Zampatti

To access the AKD On-Site Physiotherapy Service you need to speak to your supervisor and fill in a treatment request form which will be sent to reception and the earliest possible appointment will be made for you. If you are injured at work and need an appointment urgently we are also able to see you in our clinic, usually within 24 hours. The same procedure applies here where you must go through your supervisor.

Since beginning our service in May we have seen 90 workers and have helped them to recover quickly from their soreness and injuries or helped them to manage a more chronic condition. I look forward to meeting you and also working with you to assist in doing some pro-active work around the mill where we will try to improve the areas that are contributing to the causation of some injuries. Your feedback and information about problem areas is incredibly valuable and will help us to deliver the best preventative programs. So don't be scared to tell Grant and I where you feel we should be looking at activities that are difficult, awkward or affecting your ability to GO HOME SAFE EVERYDAY!

CFA Site Visit

The CFA visited AKD as part of a Site Hazard familiarisation process on the 8th November 2013.

The aim of the visit was to advise the CFA of our high risk areas within the business for their response preparedness and to increase their response times



& Safety

AKD Safety Cross

I would like to introduce the AKD Safety Cross.

The purpose of the Safety Cross is to represent the number of days in a month that are injury free.

Green days are injury free, orange represent a no lost time injury and red represents a lost time injury (a whole shift lost).

The Safety Cross highlights the positive performance of injury free days with the ultimate aim of a complete **Green** cross for the month.

We will also be introducing a chart showing near miss reporting. Near miss reporting is vital for the early identification of hazards and enabling preventative actions to be taken to eliminate or reduce the risk of injury occurring.

I encourage you to report near misses and hazards to your Supervisor or HSR.

You will see the AKD Safety Cross on noticeboards daily.

Together lets stay safe and **Green**.

David McGinness—Risk Manager

(as Kermit said "It's not easy being green .. but .. its want I want to be")

NOVEMBER

			1st	2nd			
			3rd	4th			
			5th	6th			
			7th	8th			
9th	10th	11th	12th	13th	14th	15th	16th
17th	18th	19th	20th	21st	22nd	23rd	24th
			25th	26th			
			27th	28th			
			29th	30th			
			31st				

	Nil
	NLTI - No Loss in Time Injury
	LTI - Loss in Time Injury



OOPS!

I can't believe another month has passed us by. This time next month we will all be wondering about our New Year's resolutions!



Ground waste is an unavoidable bi-product of timber manufacturing. In pedestrian zones this becomes an issue when people negotiate uneven ground and ground obstacles such as strapping tape, saw dust, timber off-cuts and wood-chip. Uneven ground may be caused by tyre tracks from heavy vehicles, not fit for purpose walkways and walkways in disrepair.

Believe it or not falls from slips and trips can result in serious injuries. Tripping forward can result in arm fractures through the natural reflex of putting the arms out in an attempt to break the fall. Slipping with the feet losing grip on the ground can result in head injuries from falling backwards onto hard surfaces.

Other typical less serious injuries include sprains/strains and dislocations of the ankle, knee, hip and back.

What's the solution I hear you cry?

Stay within designated walkways

Maintain and repair current walkways ensuring that walking surfaces are level, have adequate grip and have hand rails where practical

Ensuring that house-keeping is a priority.

Ensure ground waste is cleaned up routinely and regularly as a matter of house-keeping priority

Report any near misses or unsafe conditions to your supervisor

Merry Christmas & Happy New Year

Alex Nicoletti—Work Health & Safety Coordinator

Property Damage

A reminder to all Employees that property damage costs AKD and takes away directly from the company's profitability.

Please report all property damage so that the circumstances can be investigated and, if possible, the process modified to prevent a re-occurrence.

Let's start treating the equipment like we own it because in a way we all do.



Milestones

Congratulations to the following staff on reaching a milestone this December 2013 – January 2014

5 Years— Helen Kurzman (27/01/2009)
10 Years— Ralph Hossack (1/12/2003)
Brett Kayler-Thomson (8/12/2003)

Thank-You!



CURRENT VACANCIES

If you think you or somebody you know would suit the following available roles at AKD Softwoods or you have any further queries, please contact Clark Rodger in the main office or provide a cover letter and resume. Alternatively email recruitment@akd.com.au

Apprenticeship Opportunity -Maintenance Fitter

An exciting opportunity for an energetic and self motivated Apprentice to join our Maintenance Team as part of our apprenticeship program.

This position will be based alongside our team of fully qualified Maintenance Employees and 4 other apprentices across our Colac and Irrewarra sites, learning all aspects of the trade including; fabrication, welding, pneumatics, hydraulics and mechanic maintenance.

This opportunity will work towards the completion of a Certificate III in Engineering - Mechanical Trade and will require working shift work.

Industrial Cleaner -Night Shift

An opportunity for an hard working and self motivated person to join our cleaning team. This is a full time position based at our Colac site and will involve cleaning production areas; removing timber and residues.

The ordinary hours of work for this position are 9:24pm till 5:30am Monday to Friday with the successful applicant available to work weekends if required by the business. Night Shift Allowances are applicable.

More information available on notice boards or via the main office.

Dry Mill Colac - Process Employees

There are vacancies on both day and afternoon shift in Colac's Dry Mill commencing the end of January 2014. We are seeking dedicated and enthusiastic employees to join our team as Process Employees.

This requires people who are quick learners and willing to rotate between a numbers of roles. Each role requires differing levels of manual labour. Experience in labour or manufacturing roles are an advantage.

Hours: Day Shift- 4 x 9.5 hour shifts with rotating RDO 6am till 4pm.

Afternoon Shift- 4 x 9.5 hour shifts with rotating RDO 4pm till 2am.

We have now come to the end of a long year, and I would just like to say **"thank you"** for all of the hard work put in throughout the year. The AKD team's effort right across the business has been fantastic, we have set multiple monthly production and sales records and I believe the business is well set to face the new challenges of 2014.

CEO'S CORNER

As I write this, I am now on the countdown until I leave for NZ to spend an extended holiday with wider family. I count myself fortunate to be able to go home at Xmas and have a holiday, and I would like to extend my genuine thanks and appreciation to the hardworking AKD Maintenance and Production employees who will continue working through the Xmas and New Year periods, ensuring our plant is ready for the new year. **"Thank**

At this time of the year we all generally have the opportunity "to give thanks" and to "celebrate" as we spend time with friends and family enjoying Xmas and New Year. I want you all to have a relaxing holiday, but I also want us all to have a common New Year's resolution. We must collectively create a "Zero Harm Workplace". It's an **"all in mission"** with collective responsibility and we need to all be working together to minimise, isolate or ultimately eliminate Hazards. We need to be collectively vigilant, it's not a blaming process, but work on this together. We have made a lot of progress in the past couple of years, and our statistics back that up, but I want a workplace where all of us are safe all of the time. A key element and ideal starting point is "Housekeeping". We need to work harder at creating a tidier workplace, we need to eliminate the trip hazards, we need to eliminate the property damage. The **"standard you walk past is the standard you set"**. We are all responsible for improving the housekeeping, nobody is that important, that busy, that they can't stop and pick up rubbish, bearers, plastic etc. It's all of our jobs, all of the time.

Please have a relaxing and safe holiday season, and I look forward to seeing you in 2014.

Shane Vicary—CEO

