



# Q-chat

Krause health and safety quality newsletter

Issue 6, April 2014

## Q-Chat – “Lest we Forget”

We hope you all enjoyed some well deserved time off over the Easter break and ate lots of chocolate eggs. On the **25<sup>th</sup> of April**, we all took some time to remember the Australians who served and died in all wars, conflicts, and peacekeeping operations, ordinary Australian men and women were prepared to make personal sacrifices, many who gave their lives, for the freedom and quality of life that we enjoy today.



We are all geared up for a very busy month here at Krause Health & Safety with numerous shut downs and mandatory training days ahead of us. So once again, we all would like to thank you all for your hard work and continual commitment to Quality!

***Quality is not an act, it is a habit. We do not compromise over quality.***



“Success is the sum of small efforts, repeated day in day out”  
Robert Collier

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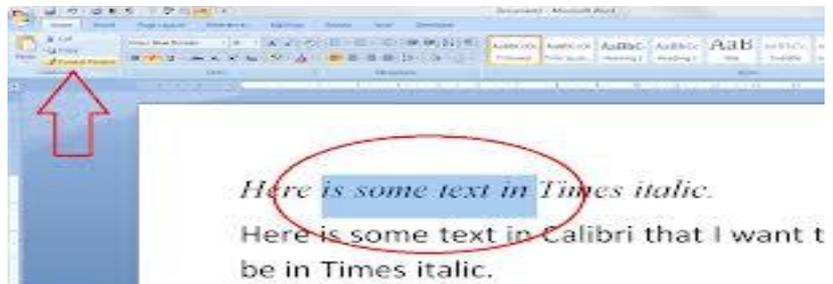
Despite the many alternatives that are out there, Microsoft Word remains one of the most popular word processors available.

However, most of us barely scratch the surface of its abilities.

With this selection of Microsoft Word tips, you can really step up your game, no matter which version you use, and you'll be able to work more efficiently than ever before.

## Use Format Painter

You can use **Format Painter**  on the **Standard** toolbar to apply text formatting and some basic graphics formatting, such as borders and fills. **NOTE** If you don't see the **Standard toolbar**, on the **View** menu, point to **Toolbars**, and then click **Standard**.



1. Select the text or graphic that has the formatting that you want to copy.
2. On the **Standard** toolbar, click **Format Painter** . The pointer changes to a paintbrush icon. To apply formatting to more than one block of text or graphic, double-click **Format Painter** .
3. Click the text or graphic that you want to format. If you apply formatting to more than one block of text or graphic, select each of them, one at a time

## Cut & Paste

We all love to cut and paste. Did you know you have extra controls on paste? Straight after you paste, there will be a small box appear at the bottom of the pasted area. Click on that and you get options to paste your selection in as it is formatted on the old page (source) or to look the same way as the new page (destination) or just as plain text. This strips off all the weird stuff that just appears from nowhere, especially if you are copying from a website. Saves a lot of hassle. If you are using Excel, you can even use this tool to swap the numbers from going across the page, to going down the page or vice versa.



## Foundation Skills

Formally known as '**Employability Skills**'



Foundation skills underpin almost everything people do at work, at home, and in the community. There are several terms that have been used to refer to these skills in recent years.

The important point is not so much the actual definition of foundation skills, because there may never be a clear definition provided, but that units of competency and assessment requirements clearly identify what needs to be addressed in a training and assessment program, and that trainers and assessors interpret those documents effectively.

### Foundation skills in units of competency

All job tasks and all units of competency include foundation skills. Almost everything we do at work is underpinned by foundation skills. It could be having a conversation with a team member, completing a vehicle management record or working out a solution to a problem. Every effort has been made to ensure that foundation skills essential to performance are explicit in the Resources and Infrastructure Industry (RII) units of competency as revised to comply with the *Standards for Training Packages*. Training Package users still need to take some time to analyse units and identify where the foundation skills are. This is because there are many different words used in the performance criteria to describe foundation skills, as they relate to the vocational task.





The need for effective workplace policies and procedures has never been more important in today's changing workplace. Written policies and procedures provide the framework for a company's entire operation. It is important that policies are reasonable, that employees are aware and clearly understand what the policy is trying to achieve.

Policies and Procedures answer the “what” and “how” questions for individuals within an organization.

Policies are a statement of purpose, which highlight broad guidelines on action to be taken to achieve that purpose.

Procedures explain how to perform tasks and duties. A procedure may specify who in the organisation is responsible for particular tasks and activities, or how they should carry out their duties.

## Benefits of workplace policies

### Well-written workplace policies:

- are consistent with the values of the organisation and employment legislation
- demonstrate that the organisation is being operated in an efficient and businesslike manner
- ensure uniformity and consistency in decision making and operational procedures
- save time when a new problem can be handled quickly and effectively through an existing policy
- maintain the direction of the organisation even during periods of change
- provide the framework for business planning
- assist in assessing performance and establishing accountability
- clarify functions and responsibilities.



**Are you familiar with your work place Policies and Procedures?**



## + Confined Space

We have availabilities on our CONFINED SPACE course coming up on

**FRIDAY the 16TH MAY**

## + TAE

Are you interested in becoming a Trainer & Assessor?

We have availabilities coming up on our next **STAGE 1 TAE** course from the **19-23rd May**.

We also have availabilities on our **STAGE 2 TAE** running from the **23-27th June**.



### A few areas that we could assist are:

- Computer skills basic through to advanced
  - Word
  - Excel
  - PowerPoint
  - Internet/Email
- Report writing
- Communication skills
- Time Management skills
- Brainstorming

Of course, we are always open to suggestions if you have other areas you wish to cover.



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*Motherhood is the toughest job in the world.  
Her job has no holidays or day offs yet she doesn't grumble a thing about it.  
Her profession portrays unconditional love, selflessness and sacrifice.  
Therefore, I want you to relax and enjoy this day  
Even though a single day is not enough to honor you as our mom.  
Happy mothers' day!*

## **PLEASE KEEP SAFE!**

**Some nice thoughts to take away with you**

“Kindness is a language which the deaf can hear and the blind can see.”

**TODAY:  
DON'T FIGHT FIRE WITH FIRE.  
FIGHT FIRE WITH WATER!  
BE THE BIGGER PERSON!**

**TONY A. GASKINS JR.**