



18 March 2011



STC joins Crocodile Prize to promote PNG Writers - pg 2



Read about 10 STC staff who trekked the Kokoda - pg 9

Issue No. 2

TOK STEAMIES

News for Staff and Friends of Steamships Trading Company

Steamships rolls out TB Workplace Policy

Steamships Trading Company early this month launched and rolled out the TB Workplace Policy to all its six business units.

Steamships Trading Company's Chief Operating Officer – Logistics, Tom Owen said there were three overarching reasons for the adopting the policy, one is to save lives by protecting the company's most valuable asset - their people, to create awareness and share information about TB among staff and the general community and thirdly is to foster a positive work environment, free from fear of discrimination or dismissal on the basis of having TB.

“We believe that our role, as a significant player in the PNG corporate sector, comes with a degree of responsibility to the communities where we operate. Reciprocally, we have the capacity to creatively contribute, implement and engage with the existing work of the NTP,” he stated.

“This TB workplace policy and Steamships broader commitment to helping stop TB in PNG, are both means of contributing to communities and caring for the company’s most valuable asset – our staff. As one of the larger employers in the country the impact Steamship can have throughout the country by implementing this policy is significant,” Tom said.

He said as a company, Steamships recognizes the overriding importance of providing a safe and secure workplace for all of its staff, customers and contractors.

By rolling out the policy to all its business units, it will see that TB patients from all its six business units are not discriminated against, education and awareness on TB is carried out to all staff, there is support and encouragement of Direct Observation Treatment Strategy (DOTS) in the workplace and staff diagnosed with TB are given to weeks paid leave for initial diagnosis treatment until they are non-infectious.

The rolling out of the TB workplace policy also coincided with the closing of a two day TB ‘Train the trainer’ workshop which the company organized for its health and safety officers from the six business units.



Steamships Chief Operating Officer - Logistic, Tom Owen cutting the ribbon of the TB Workplace Policy booklet



Representatives from STC's six business units who attended the two day TB 'Train the Trainer' workshop held at the Steamships Corporate office

STC Launches Growth Challenge Newsletter

This newsletter is an exciting initiative from the Steamships Group. Over the coming months Growth Challenge will deliver up to date, PNG-focused news and commentary to the PNG business and political community.



As the PNG economy continues to expand, those operating within it are presented with various opportunities and challenges to growth. This newsletter will feature in-depth analysis of these, while outlining key economic, financial and investment trends. It will discuss the business and investment issues that matter most to those operating in PNG. In doing so, we hope Growth Challenge will provide a much-needed forum for more open discussion of national and regional business issues.

This inaugural edition of Growth Challenge has been distributed to a select group of PNG business, political and social leaders. However, all interested persons are welcome to subscribe to Growth Challenge through our website www.steamships.com.pg/news.htm.

We also welcome and encourage feedback and discussion related to any Growth Challenge content. Importantly, if you do not wish to continue your Growth Challenge subscription you can unsubscribe at any time by clicking the appropriate link at the bottom of the first page of the e-newsletter.

Steamships Trading Company

Helping promote PNG writers in the country

Steamships Trading Company last week gave K10,000 to sponsor the 'Short Story Award' in the 2012 Crocodile Prize literary contest.

The Company's Finance Director, Eddie Ruha, said Steamships was delighted to associate itself with a project that rewarded Papua New Guinean writers.

"I believe the Crocodile Prize is working to strengthen and enhance Papua New Guinea's national literature.

"The organisers tell me they expect up to 200 stories to be submitted for judging in 2012 and that about 30 of these will be published in book form.

"We understand how thrilling it is for writers to have the opportunity to be published and for readers to access stories that speak to the themes, issues and culture from Papua New Guinea."

Co-founder of the Crocodile Prize, Keith Jackson AM, welcomed Steamships' participation calling it "a great day for Papua New Guinean writers".

"Steamships is one of PNG's iconic companies," he said, "and it's wonderful to have them associated with such a pioneering national project."

Mr Jackson said Steamships' sponsorship will ensure both that the winning author receives a large cash prize and that the print-run of the Crocodile Prize book will reach its target of 10,000 copies.

"The aim of the Prize is both to motivate writers and to ensure Papua New Guinean readers have access to their own literature.

"Steamships and our other sponsors are making a great contribution to the nation."



Crocodile Prize representative, Amanda Donigi receiving the K10,000 cheque from STC Finance Director, Eddie Ruha.

Congratulations!!

Students doing graduate accountant training program with the Group graduated at the Divine Word University early this month.

Amongst them was Monica Toisenegila, the Group's Human Resource Manager.

Monica said studying for her bachelor degree in Management while working at the same time was challenging but it was worth it.

The team had flown into Madang on Friday in preparation for the graduation and were back in Port Moresby for work first thing on Monday.



Brenda Gorogo (Datec), Philo Renagi (Hotel), Samantha Koae (Hotel), Warrenat Kungu (Head Office) and Monica Toisenegila.

The new Moresby Chief



The company has a new entertainment vessel that arrived in the country last month.

She replaces the old *Moresby Chief* that the Group had for past 15 years.

Brought in from Hong Kong, on onboard *Chenan*, a Swire vessel, she arrived on February 16 and was brought to the Curtain Brothers dockyard at Motukea where it was lifted off *Chenan* (as seen in the picture) and placed into the water. She did her first entertaining on Thursday, 22nd February when the board members were in town for the Board Meeting.

2012 intakes for Graduate Accountant Program



The ten taking part in the Graduate Management training program.

The graduate management program for framework is Steamships capacity building program for invigorating graduate accountants into an efficient and effective service delivery mechanism.

For this year, 10 graduates from universities around the country have been selected to undergo the graduate accountant programme. Before commencing with the program, the students underwent a three day company induction training with Group Accountant, Mary Handen; the Group's HR & HSS&E manager, Iain Martin-Blakey and Group HR Manager, Monica Toisenegila.

The trainees are now undergoing their training at each of the Group's six divisions. They are attached with the Finance department in six divisions and will later be rotated within the Group.

(Back: L-R) Steamships Group Accountant, Mary Handen, Ron Kusunan from Pacific Adventist University (PAU) is attached with East West Transport in Port Moresby, Valahu Vara and Keneti Arava are also from PAU and are both at Steamships Shipping. Warrenat Kungu is from Divine Word University (DWU) and is attached with Steamships Corporate, Samson Nilkare from PAU is with Laga Industries in Lae and Iain Martin-Blakey, Steamships Group HR and HSS&E Manager.

(Front: L-R) Mary Vagi from Unitech is attached with the Datec office, Philo Renagi is from DWU and attached with Steamships Shipping, Brenda Gorogo from DWU is with also attached with Datec while Ruth Vele from PAU and Samantha from DWU are both attached with Coral Sea Hotels.

Vehicle & Electrical Safety

Dear all, Welcome to this month's HSSE Newsletter. This newsletter will be used to further our efforts in promoting the awareness in HSSE.

Steamships Trading Company and its subsidiary companies have embarked on further promoting worker safety at our respective facilities by adopting a set of HSSE procedures which are part of the overall HSSE Management Systems for Steamships Trading Company.

Through the year, a couple of procedures will be launched through this awareness tool basically to point out the general insights of the procedures. With that, I would like to inform you the monthly HSSE programs which have already been announced "Vehicle & Electrical Safety".

Vehicle Safety

Purpose

These guidelines are designed to provide a safe working environment and to focus on the need for safe driving habits, as well as positive and courteous driving attitudes. While this procedures provide minimum safety guidelines on the safe operation of a vehicle other detailed procedures can be sought where and when appropriate. Vehicle safety covers for *safe driving habits* and *safety of vehicle*. It covers for all vehicles, trucks and other industrial equipments.

Basic Requirements for Safe Driving

All drivers must be eligible before they drive company vehicles. The eligibility covers these four areas;

- Be a STC employee and authorized driver, and only exception would be an emergency situation by another licensed driver.
- You must also have a fair knowledge about basic PNG Traffic rules,
- Posses valid PNG driver's license, which covers for all types of vehicles and motor equipments all across the operations.
- Must be sober when driving

Basic Requirements for Vehicle Safety

Once you find yourself eligible to drive any company vehicle, you must also be able to take care of the vehicle's safety. These are some of the things you need to know;

- Be sure to do you pre-start checks or vehicle safety inspections every time. This includes checking of water, fuel, oil, lights, brakes, seat belts, tyres, rear mirrors, etc.
- Knowing your vehicle, you must be sure to know the basics about what your vehicle needs such as type of fuel, security system, tool box location, systems indicators, etc.
- Knowing when is due for maintenance, registration and safety schedules
- Fair knowledge about defensive driving, that is looking ahead for traffic signs, pedestrians, oncoming vehicles as well as vehicles at the back, etc while driving

These are some of the basics that you need to consider for the safety of the vehicle, and as well as for your safety while driving. More about Vehicle Safety procedures and requirements are outlined in the procedures given and also placed in the HR Portal under HSSE Procedures.



Electrical Safety

Purpose

To establish guidelines and procedures to protect employees and on-site contractors from accidental exposure to electrical shock and arc flash, as well as to protect assets from electrical fires. You might see that electrical safety will be different at different work places, but the basics are the same. Here, we will discuss the basics to of electrical safety at our work places.

Basic Requirements

- Be sure to use and understand electrical appliances, extension cords, lights and other industrial equipments located within your workplace
- Know the danger of your workplace with regards to power boxes, main switch boards, GPO's, server rooms, and exposure to water
- Confirm that regular inspections and necessary tags are put on the appliances and you do not use appliances you are not familiar with.

Being safe when using electrical appliances, extension cords, light bulbs and other equipment is easy, and safety measures should be included in office rules, industrial sites and daily behavior expectations for all employees of the company. It only takes one mistake to spark an

electrical fire, but simple prevention measures can be effective solutions.



Most common electrical risks in workplace are to do with outlets where employees tend to load appliances without proper assessments of the power requirements. Every cord has to plug into an appropriate electrical outlet, but these tempting niches

are inviting to unwelcome objects that can cause shorts and fires.

Use these electrical safety measures at workplace to keep outlets safe:

- Block unused outlets by changing to a solid cover plate or using childproof caps
- Do not overload outlets with multiple adaptors or power strips; relocate cords instead.
- Never put any object other than the appropriate size plug into an outlet.
- Install ground fault circuit interrupter outlets in potentially hazardous areas such as near pools, crawl spaces, kitchens, bathrooms and unfinished basements.
- Keep all outlets properly covered with secure plates that cover all wiring.

If you are not sure about using any electrical appliances and attending to electrical faults, be sure to always seek assistance from certified electricians.

"HSS&E TOKSAVE KONA"

- A word of Congratulation to the 23 participants who attended and passed the First Aid Training and also to the 31 participants who attended the TB Train the Trainer training.
- Our next training will focus on HIV/AIDS.
- Applications for Sustainability Officer closed

EWT successfully moves SP Brewery 'Rocket' tanks



“Presentation is very important, customers can judge your whole operation by the first impression you make when your trucks arrive in their yard.”

That’s what EWT had done with SP Brewery by clearing and carting four of its huge storage tanks which were nicknamed “the rockets”. The tanks are almost the height of the Lae EWT building when erected.

The ‘rocket’ was transported by KW01 and hooked onto the extended low-loader. The move was made by the company’s most experienced driver, Michael Gimai.

The task was well executed by the Operations team, with credit also going to the EWT Security for the escort they provided.

The rockets were delivered to the SP Brewery yard early this month after a month of storage at the Lae yard.



In - house Security for EWT



East West Transport also have their own securities (picture) who are well trained, experience and fully equipped in the type of transport business we are in. They have been very busy doing escorts and gate checks and also monitor radios and all vehicle movements. One of the escorts done successfully is the story above.

Security duties is not a new thing to them and most have been doing this job all their lives but one thing new that they are interested in is the tracking of containers that puts the whole operation in the system and they are proud to be employees of East West Transport.



The forklift at the EWT yard in Hagen after being transported up from Lae

EWT in Hagen received their forklift from Lae early this month after the old one they had started giving them a lot of trouble.

Thanks to KW# 73 driver, Noel Pisa who transported the 30 tone forklift all the way from Lae to Hagen on a floater. It took him two days to reach Hagen depot

TOK KOMPUTA



5 COMPUTER MOUSE TIPS

Most computer users don't take full advantage of the computer Mouse. Below are computer mouse tips that can help you get the full potential of your computer mouse and increase your overall productivity while on the computer.

1. Shift key and mouse click

Many text editors and programs allow you to highlight all or portions of text using the Shift key and the mouse. For example, place the cursor at the beginning of a paragraph, hold down the Shift key and click at the end of the paragraph to highlight the full paragraph.

2. The Scroll Wheel

- The mouse wheel is not just a wheel, it can also be used as a button. Pressing down on the wheel will act like a third mouse button. This can be used to open a web page in a tab by clicking the wheel on any link and can also be used to close a tab by clicking the wheel on any open tab.
- Move forward and backwards while browsing the Internet by holding down the Shift key and scrolling up and down. Scrolling down goes back and scrolling up goes forward.

3. Select with double and triple click

Any word can be easily selected by double-clicking the word. If you want to highlight the whole paragraph, click the mouse button three times on any text in the paragraph.

4. Use the right-click

Take full advantage of the right-click any time you highlight text or wish to view the properties of an object. For example, if you highlight a file or text, you can right-click that highlighted item copy it and then right-click anywhere else to paste it.

- If you right-click on any file or text and drag it while continuing to hold the right button, when you let go you will be given the option to move or copy that file or text. This saves you the extra step of having to right-click where you want to paste the item.
- While in a browser pressing and holding Ctrl while clicking on any link will open that link in a new tab.

The Application Software Team

The Application Support and Training (AST) team is comprised of dedicated IT professionals who are committed to providing the highest level of service to our clients – and who have the skills and knowledge necessary to deliver timely and well targeted solutions to meet our clients' needs.

The main function of the Application Support and Training Team in the Computer Services Division is to support all Pronto users in the Steamships Group. They provide support and assist users in troubleshooting problems or issues which may be procedural or system generated. The AST team also escalates jobs to our external support team (Pronto Australia) who assist us in resolving issues that cannot be resolved at our level.

Our technical support team of Helen Boas (supervisor), Richard Ketan, Paul Oa and Judith Korema who joined the team recently are all experienced in troubleshooting pronto issues within the Steamship group.



Helen Boas, Judith Korema & Richard Ketan

continued from left column

5. Ctrl key and mouse click or highlight

While holding down the Ctrl key you can left-click to select multiple objects or highlight multiple sections of text. Example, in Microsoft Windows you can hold down the Ctrl key and click to select multiple files at once. If you wanted to highlight different parts of a paragraph or web page, you could also hold down the Ctrl key and select each section you wanted to copy.

- Mozilla Firefox users can also hold down the Ctrl key and individually click on each cell in a table they wish to copy or drag their mouse down a row to select just that row or text without selecting any of the other text in that table.

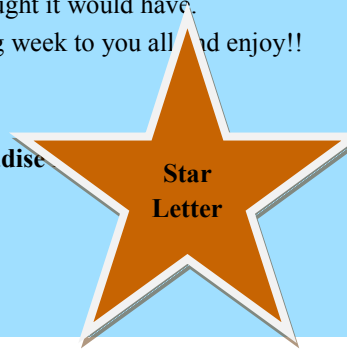
LETTERS TO THE EDITOR

Congratulations for Tok Steamies

Thank you for creating such an interactive and friendly environment where staff can interact, share and contribute ideas and catch up with families and friends. I particularly like the initiative of sharing and contributing ideas from employees through out the corporate group of companies. This will see high engagement between staff and management as never before in regard to external and internal factors affecting employees which directly or indirectly are affecting their productivity level at the work place. It will be an avenue that promotes flourishing of ideas where they can be tested measured and implemented resulting in a 'win win' situation for the employees, the business and the stakeholders. This is one form of strategy that promotes an idea generating environment through the wider

and collective means of ideas through the companies most valuable asset - us the employees. Therefore I encourage all you hard - working 'Steamies' employees out there to share and contribute your ideas. You might think that your idea is small as a small tree on the forest floor but you wouldn't know it might grow through the canopy and out into the clear blue sky that you wouldn't thought it would have. Nice working week to you all and enjoy!!

Joel Apio
Bird of Paradise



5
Minutes
with.....

Alfred Ilay
Customs Broker
EWT (Lae)

1. What do you do?
As a Customs Broker, I clear both import and export goods locally and overseas

2. How do you find your job?
I find my job very interesting and challenging. I always excited to get on and explore the new idea's that are being introduced.

2. Tell us a little bit about yourself?
In 1982 I joined up with BP (Burns Philip) as a Customs compiler for almost 4 years. Then in 1986 moved to Robert Laurie when they took over the Customs business from BP.

During that time Robert Laurie was then again taken over by the Steamships Group. In 1992 I was appointed as the Terminal Manager and held that position for 12 years before moving to

3. You've been with the company for more than 20 years, what have you got to say?
I've seen the company grow to where it is now and that means a lot to me. "I'd also like to thank Jim O'Toole who inspired me and helped me to learn the customs trade and also arranged trainings for me to become an agent." O'Toole was the GM for BP at that time.

4. What do you do during your free time?
I love playing Snooker and Darts as part of stress relieve at the local club near where I reside.



Welcome to the STC Group....



Hetahu Hera
CSD (Pom)

The greatest challenge to date would be working for CSD as one of the IT support personnel. As a recent graduate from university, I had very little knowledge of Epitome. This made my job challenging as I had to learn the system first before I could even help in assisting users with their issues. As a new team member, I hope to increase my knowledge base in the different hotels system that we support. I also want to contribute to raising the standard and quality of service we provide to our clients in the hotel industry by anticipating issues before they arise and help in resolving them in a more efficient and effective manner. My advise to newcomers like me, always strive to be the best. Be ready to take on the challenges of a new job.



Warrenat Kungu
Corporate (Pom)

I come from Laiagam and Wabag in the Enga Province. I've found my two months with Steamships very interesting & exciting. I've had done six weeks practical with the Enga Provincial Government's Finance Division as part of my academic training but it is nothing compared to the work I am doing here. As a recent graduate from the Divine University I've never had intensive training in the corporate or private sector and the challenge is very good. I've learnt a lot from the past two months and I believe I'll be learning a lot more before the year comes to an end.

INTERNAL JOB ADVERTS

SAFETY OFFICER - EWT (POM)

Primary Role:

Provide HSS&E support and ensuring that all occupational health and safety risks are identified and controlled in the work place to ensure health and safety wellbeing of the employees, sub-contractors, contractors, visitors and the general public.

Duties:

- Ensures that EWT HSSE policies and procedures are adhered to all times.
- Ensure that all employees, subcontractors and visitors comply with company and clients HSSE standard and policies.
- Continually review work areas, equipment and methods to further improve safety workplace.
- Provide occupational health and safety training for employees
- Ensure to participate in the preparation of job analysis and incident reporting
- Assist in ensuring that HSSE risk management and hazards to be identify before undertake any work.
- Ensure to conduct Health and Safety induction to every new employee

Experience:

- Minimum 3 years HSS&E experience
- Diploma in HSS&E/HO&S
- Staff Officer level 3 or 4
- Strong Microsoft application skills
- Safeguard risk management experience

Personal Attributes:

- Strong inter-personal communication skills – verbal and written
- Heavy equipment mechanical knowledge
- Self motivator, Problem solver – route cause analysis, good negotiator, solution focused & reliable

Interested applicants, please send your written application and CV to:

HR Officer, PO Box 916, PORT MORESBY, NCD, PNG or email:
jenos@eastwesttransport.com.pg

Picture Board..Picture Board..Picture Board



If you have pictures of you and your colleagues which you'd like posted on the Picture Board then send it to toksteamies@steamships.com.pg

TREKKING KOKODA FOR AIR SAFETY

By FRANCIS PETER

I can remember the looks on their faces, it was one of relief, realisation, happiness, sadness.

These were the faces of the group of 10 strong Steamships staff aka "Bubbles 10" when standing around the "Welcome to Kokoda" sign ready to take a photo.

The day was Saturday 13th August 2011 and we had just finished a grueling 7 day trek through Papua New Guinea's most famous Kokoda trek, all in the name of raising funds and awareness for Air Safety.

"We vowed to each other to do it again next year"

This all came about in August 11, 2009, when Airlines PNG flight, CG 4684 got lost in the clouds while trying to land at Kokoda airstrip and tragically crashed into the mountains along the Kokoda Gap where 13 people lost their lives, including female pilot, Captain Jannie Ericka Hipu Moala.

In September 18 2010, the Jannie Moala foundation was launched with a vision to promote and encourage young female aviators in the airline industry. This was not their only aim, their other aim was to proactively participate in the ongoing enhancement of air safety in Papua New Guinea.

The "Bubbles 10" was made up of Mary Handen aka "P.E. Teacher", Iain Martin-Blakey aka "Headmaster", Pollie Togarewa aka "W52 Bomber", Raga Vali aka "Ragamaffin Girl", Monica Toisenegila aka "Papy", Emelynne Akiro aka "Choko", Alfred

Deilala aka "Perfector", Philip Bidar aka "6pm", Camara Geita aka "2 sugars please" and Francis Peter aka "Bubbles". With the assistance from Steamships Trading Company we were able to raise funds for an automated weather station to assist pilots in their flight plan into Kokoda airstrip instead of relying on visual observation.

As we got ready to board the airplane heading for Port Moresby, tears flowed down from faces from the realisation of what had just been achieved, the friendships we had made, the beauty of the place, the track and its people. Some did not want to go back to what we call civilisation, mobile phones, electric jugs, vehicles, things they did not need up in this beautiful part of the world. We vowed to each other to do it again next year.

Next year is here and we are doing it again. We have already started with preparations of walking every Tuesday and Thursday around the streets of Ela Beach/ Konedobu. If you are interested to join, please contact Francis Peter on 322 0450 or email fpeter@steamships.com.pg



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STEAMIES NOTICE BOARD

WORLD TB DAY, 24th MARCH WALKATHON

After committing to take on the TB Workplace Policy Steamships is now rolling out the policy in all its divisions.

The World TB Day will be celebrated this coming Saturday, 24th March and a team representing the Group will be participating in a walkathon that is being organized.

NATIONAL WOMEN'S DAY - 24th MARCH

PNG always commemorates World Women's Day on 24th March while the International Women's Day is celebrated on the 8th of March.

Steamships ladies will be commemorate the day by coming to work dressed in Green, White, Purple or Yellow.

We'd appreciate if our male colleagues out there can also come dressed in either Green, White, Purples or Yellow shirts this Friday, 23rd March and celebrate with the women.

EARTH HOUR - 31st MARCH

Earth Hour is an annual event, celebrated on the 31st of March, at 8-30pm. Hundreds of millions of people, businesses and governments around the world unite each year to support the largest environmental event in history – Earth Hour.

Let us know how you as an individual or your division will be commemorating the Earth Hour. You can send your suggestions to toksteamies@steamships.com.pg

NRL TIPPING COMPETITION IS ON

The NRL Tipping Competition is back on so if you're interested in participating in the competition then email or call Vani Taumaku 322 0369 or email: vtaumaku@steamships.com.pg or call Solomon Maino Sargent on 322 0326 or email: ssargent@steamships.com.pg

Remember to send in your tips to Vani or Solomon before going home on Fridays so you don't miss out.

If your division has any notices which you want published on the Tok Steamies Notice Board then email it to toksteamies@steamships.com.pg