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August 19 2012

Issue No. 7

TOK STEAMIES

News for Staff and Friends of Steamships Trading Company

Helping people with disability realise their sporting dream

Monday,
27th August
is
Public Holiday

Supporting athletes with disability in their endeavors to realize their sporting dreams is what Steamships Trading Company aims to do with its annual sponsorship to the PNG Paralympic Committee.

Steamships Trading Company has always been a supporter for the PNG Paralympics team and this year is no different.

Steamships Corporate Development Manager, Darren Young in presenting the cheque to the PNG Paralympic Committee said it is a great achievement that PNG will be sending two of its paralympic athletes to participate in the 2012 Paralympic Games in London given the record that Francis had achieved in 2008.

These two athletes are; Francis Kompaon – a T46 (a disability sport classification for disabled athletes) who will be competing in the 100/200m event and Timothy Harabe – in the 75kg category of Powerlifting.

Timothy will be making his debut in Paralympic Games while Francis is returning to main his last Silver medal win.

Mr Young wished them all the best saying the silver medal by Francis Kompaon in the 2008 Paralympic Games in Beijing was a proud moment for the country and there was no doubt the two would do their best in the upcoming games.

He said the PNG Paralympics team has been outstanding with its performances that Steamships was proud to continue its support this year for the Games in London.

Upon receiving the cheque, Team Manager, Rosemary Mawe said, PNG Paralympic Committee is very grateful for the continued support from Steamship. We can have athletes to compete but without such assistance our athletes would not participate in representing our country in such international events."

Ms Mawe said, "We will depart on 13th August to London via Singapore and return on 14th September. The two athletes will do their best to make PNG proud."



Gateway hosts PM O'Neil's swearing-in cocktail



Gateway Hotel and Apartments was proud to host Prime Minister, Peter O'Neil's cocktail reception after being sworn in as the Prime Minister earlier this month.

Prime Minister, Peter O'Neil was in great spirits the whole night and so were the Conference & Events staff who were excited to be hosting the event.

The event was attended by the Prime Minister's coalition partners and various guests.

Left to right : Florence Kunika C&E Manager, PM Peter O'Neil, Molly Ero Senior Banquets staff and Vanuga Ma'a C&E Supervisor

Promoting healthy lifestyle



Illan Sevua checks the blood pressure of CSD staff, James Kivia.

Steamships nurse Illan Sevua carried out a two day health check at the STC head office where staff from Corporate, Finance and the Computer Services Division turned up to get checked.

Illan carried out blood pressure test, sugar level, body mass index (BMI) and eye test saying it was part of promoting a healthy life style by getting the staff to know their current health status.

She said by staff knowing their health status it would help them to reassess their lifestyle and try to live a more healthy lifestyle.

The test was welcomed by all the staff who appreciated the initiative by the HSSE team.

Most of the staff said the test was good for them since they never took time off to go and have the simple eye tests, sugar-level and blood pressure tests at the hospitals.

Illan said more than 50 staff took time out of work to get tested and from the general observation, there were some staff who had high sugar level in their blood, some were overweight with some suffering from stress. She said some of the staff even realised that they had problems with their sight.



Sports Minister, Justin Tkachenko and the PNG team to London during their welcome dinner at the Grand Papua Hotel. Picture compliments of Wendy Katusele

STC Corporate Office staff undergo Fire Training Drill



Staff at the Steamships Corporate Office underwent fire training drill to familiarise themselves with the use of a fire extinguisher.

During the training they were taught the basic procedures of extinguishing fires, the different types of fire extinguishers and how to read the gauges on the fire extinguishers.

The drill took place outside the office's car-park area.

Staff undergoing the training with HSSE manager, Titus Kuman and HSSE & HR Manager, Iain Martin Blakey.

The roles of the different HR Portal Modules



This is what your screen will look like once you’ve logged into the HR Portal. Below are the different modules of the portal however, your access to the respective modules is dependent on different levels of approval.

Module	
Recruitment and Selection	You will find job descriptions, salary and budget, employment approvals, contracts of employment, employee master and organisation.
Policies and Procedures	You will find policies, procedures and system end user manuals.
Learning and Development	TBA
HSS&E	TBA
P&C Panaroma	TBA
My HR	You are able to create and initiate documents (depending on your level of access) such as position change, pay details, salary advance, employee separation and leave applications. You will also be able to have sight of documents currently under review.
Performance Review	You are able to do performance reviews, objectives and disciplinary reviews.
Competency Values	You will be able to identify competency values that the organization includes in all job descriptions and is reviewed during appraisals.

- Note:
1. If any of your approvers are going on their annual leave or will be out of the office for more than a week, please do advise our office on who will be the next approver to approve all forms (leave applications, new employment's, staff advance...etc) so we can change approvers and get the work flow approved and completed.
 2. Only those that have Lotus Notes email address are able to access the Portal but for those who don't, you will have to speak to your activity manager to submit your forms.

Next issue, we will look at the Recruitment and Selection Module.

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Fire Protection systems & Chemical Hazards

Fire Protection Systems refers to all equipment/system that can be used to protect and stop the fire when fire incidents happen in the company facility. The most common fire protection systems we use and are exposed to us are; Fix fire protection installations (hydrant box, nozzle, hose, hose reel, and water sprinklers) & Fire Extinguisher. To help support in alerting and fire fighting, fire alarms and smoke detectors are put in place to detect smoke and signal personal to take appropriate remedial action before fire gets out of end.

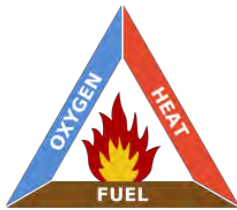
Understanding Elements of Fire

Before understanding and using the fire protection systems, we need to understand the basic elements of fire. What causes fire? And what is involved in fire?

Fire will start with the presence of these three basic elements;

- Heat
- Fuel
- Oxygen

These elements are often called the triangle of fire. Fire starts when these three elements combine. Fire will not start should one of these elements are absent. This is when the whole idea of fire fighting comes in. Whatever, we do to fight fire; all we do is to get rid of either 1 or 2 of the basic elements.



Fighting Fire

People often think that should there be a fire in their workplace or home, they can grab any fire extinguisher nearby to put off fire. That is a wrong move altogether. We need to identify and understand the source of fire and the types of fire fighting medium (extinguishers for instance) that will be applied to put out the fire.

Since fire extinguishers seem to be the main type of firefighting equipment found within our work places, we need to understand the different types of extinguishers and what sources of fire they are going to put off. To see more about the types of extinguishers and sources of fire, please read through the **Fire Protection Procedure** given out. You may also order charts from any of the fire fighting companies and organizations that provide fire charts.

Chemical Hazard Communication

Purpose

The purpose of Chemical Hazard Communication Program is to highlight the safety procedures and precautions against potential physical and health hazards that are associated with chemicals in the workplace.

The program in terms of procedure and newsletter, can aid the management in training and creating awareness to the employees in some of the following aspects that needed to be understood;

- Hazard Determination and Evaluation
- Material Safety Data Sheet (MSDS)
- Warning Labels and Symbols
- Employee Information and Training
- New Chemicals Approval for Usage

Hazard Determination and Evaluation

To evaluate the chemicals, categories of hazards need to be identified. Two fundamental classes of hazards are *Physical Hazards* and *Chemical Hazards*. **Physical hazards** include flammable, combustible, explosive, oxidizer and reactive as defined by the Hazcom Standard of the US. **Health Hazards** can be either acute or chronic. **Acute** refers to effects that occur after a short-term period, while **chronic** effects happen long after the time of exposure.

Material Safety Data Sheet (MSDS)

Material Safety Data Sheets contains the necessary information about the product. Some of this information includes; Identity of the product, physical & chemical characteristics, health hazards, primary routes if entry into the human body and severity of toxicity, applicable precautions for the safe handling and use, procedures for cleanup of leaks and spills, emergency and first aid procedures, etc. The MSDS is basically a guide from keeping employee's and the environment out of risk when using and getting exposed to chemicals.

Warning Labels and Symbols

All containers, including tanks and vessels, of hazardous substance covered by this procedure must have a label, tag or other marking showing the name of the material (as shown on the MSDS) and appropriate hazard warning. If the label becomes damaged or is removed, it must be replaced. All individual containers must be so marked.



Employee Information and Training

New employees and contractors whose job requires exposure to chemicals must be given a general and a departmental indoctrination program with the inclusion of the elements of safety. A briefing on the safety policy and procedures of the company must also be given to the new employees/contractors by the Personnel Department and/or the HSSE Department. Other specific trainings may also be given to the employees such as the handling of hazardous substances later.

New Chemicals Approval for Usage

Prior to any new hazardous substance or chemical being brought onto STC facilities, it is necessary for the supervisor or Manager of the facility to forward a Product Acceptance Evaluation Sheet to the HSSE Manager/Coordinator with copy of the MSDS. These must be reviewed by HSSE personnel who will determine if there are any safety recommendations, special handling procedures or waste streams that will be generated by use of the product. HSSE personnel will also update the Chemical Inventory once the Product Acceptance Sheet is approved by the General Manager or his designee. This does not apply to chemicals that are currently in use prior to this procedure coming into effect.

To make hazardous substance safer, we also take control of its waste streams. Everything measures from the start of ordering, transporting, handling, storage, use, and disposal. Have regular inventory checks of each chemical with facilities during schedule inspections.

To understand more about the details of the Chemical Hazard Communication, please read through the procedure given out.

The best and effective way to make awareness and fully understand the hazardous chemicals is to go through one chemical's MSDS every pre-start or toolbox session for those that are handling chemicals as part of their job.

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Coastal Shipping adds *Kopi Chief* to existing fleet

Steamships Coastal Shipping's newly built vessel is expected to arrive in the country in September.

The *Kopi Chief* is the first full double skinned Landing Craft of its kind to be deployed in PNG, meeting the highest pollution prevention standards and reinforcing Steamships' push for improved standards across the fleet.

The new build vessel has accommodation meeting Australian maritime standards, which includes ensuite cabins and even a gymnasium, ensuring comfort and safety for our sea-staff.

The vessel is currently at the Sapor shipyard in Sibuluan, Malaysia and her arrival will enable Coastal shipping to further improve the efficiency of its services to its clients.

The vessel *Kopi Chief* that will be brought into the country next month.



Four attend Bridge Resource Management Training



Standing: Nicole Gray, Vikas Bangia, Michael Woodward, Robbie Jensen, Alexander Matheson, Steve Gillison, Gordon Gore and Bruce Victor
Seated: Mark Waugh, Gehasa Gegesana, Patel Kari, Ravi Nijjer, Nathan Best, Peter Martin, Mark Sale

As part of Steamships Coastal Shipping's continued push to improve standards, Vessel Manager Gehasa Gegesana, Chief Engineer Patel Kari, Captain Mark Sale and Deck Officer Albert Burua recently took part in a four day Bridge Resource Management training course held at the Holiday Inn in Cairns, Australia. The Australia Maritime Safety Authority (AMSA) certified training highlights the importance of closed loop communication, human and cultural factors, and the value of automation and checklists.

The Steamships staff were joined by a huge variety of New Zealand and Australian maritime industry professionals, including pilots, harbour masters and even a psychologist.

The training was to help the trainees manage their resources at sea and at their offices to minimize impact of human error, improve their judgment, decision making process to mitigate consequences of incidents that may occur.

It also exposed the Coastal Shipping staff to international expertise and gave them the opportunity to learn from different professionals from the international maritime industry.

Madang Port Services gets side lift trailer



Madang Port Services recently received its Box Loader side-lifter trailer.

Madang Port Services manager, Eric Tom says he is excited with the arrival of this new piece of machinery.

“Madang is growing and we are expanding our transport business to cater for and meet the demands of our clients,” he said.

The trailer can lift and transport either 20' or 40' containers. The cranes, which were made in France, can lift 44 tons.

“The side lifter is versatile and offers our clients options and solutions to their transport needs. This will help us continue to be the number one service provider in Madang,” Tom said.

PSL manager thanks staff for the success of 2012 Intra-Company Netball Competition



Port Services manager, Neil Papenfus congratulated all his staff who took part in making the 2012 STC intra-company netball competition a successful one.

Neil said he was proud of the commitment and time put in by Vicky Taviri, Lua Kaiulo Loa Koko, Roselyn Mandoni & Troy Dean in making the event an enjoyable one for the staff of the Group and their families.

The competition was held at the Rita Flynn Courts at Bisini in Port Moresby.

There was a total of 22 teams that participated in the completion.

Papenfus also thanked G4S and the St Johns for their participation in providing their service towards making the game a safe and injury free one for all that took part.

He also thanked Moore printing for printing the program for the day's event.

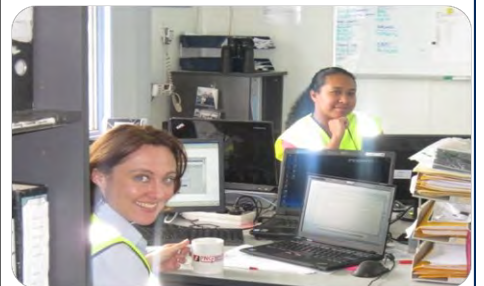
Port Services will again be organising the competition next year and is looking at making it a great one for everyone.

Pacific Towing goes live on Pronto

Pacific Towing (Pactow) is now using the *Pronto Programme* in its accounting system after it recently switched from using *Attache*.

After months of Training at the Steamship's head office, the team from Pactow and CSD, together with the Pronto Consultant, were busy migrating their data from *Attache* to *Pronto* so they could go live.

Nancy Boku from Pactow said it had been a challenge for everyone who had committed their time and gave their best effort to assist in the transition.



Mt Hagen EWT farewells Mayea

Jack is one of those “invaluable people” unfortunately he moved on to pursue his career elsewhere.

Jack served as the Public affairs and HSSE officer at the EWT Mt Hagen depot.

Most of the stories from EWT Mt Hagen that were published in the newsletter were from Jack.

EWT Mt Hagen depot manager, Gilbert Delaney said during the five years Jack was with the company, he did a “bloody good job under difficult circumstances.”

Delaney thanked Jack for his input, dedication and loyalty during his term with EWT Hagen.



EWT tests Howo Trucks along the Highlands Highway



East West Transport in Lae recently purchased Howo trucks as a new venture into the line haul industry.

After purchasing one of the Howo Truck, Howo (HW#03) did its maiden run from Lae to Goroka.

The truck was tested by Kevin Ivanga an experienced driver who would provide a recommendation for the truck to be fully utilized.

The truck departed EWT Lae depot at 3:30am and reached the EWT Goroka depot at 11:30am, arriving within the required time of 8 hours.

Kevin will put in his comments and recommendation before the EWT management for them to decide as to whether or not to use the Howo trucks along the Lae-Goroka route.



Portrayed is an artist painting of an EWT Kenworth Truck (KW#78) painted on a pillar of stone and being sold along the highway, clearly visible to the commuters of the highway.

Howo Trucks at the EWT yard in Lae. The Howo Trucks is being commonly used by EWT for its operations up and down the Highlands Highway.



Pacific Palm celebrated its 2000 days LTI



Pacific Palms Property staff recently celebrated 2000 days free from Lost Time Injury (LTI) and the occasion was marked with a couple of cakes shared by all. Well Done and Keep it up guys.

“Congratulations Properties!”

Lae Project update: Blaikie Apartment

The Blaikie project is a 12 x Apartments being built at the 6th Street in Lae.

The Blakie project is just one of the few projects that the Steamships Trading Company and Pacific Palm Projects are developing in Lae.

Despite some delays on the Blaikie project, work is progressing on well.

As part of the catch up programme, the contractor has now allocated more resources on the main building works to meet the set completion date.

Ted Diro Primary School gets Fun Run Shirts

2012 Trukai Fun Run is on again and Pacific Palms Property is proud to be one of the sponsors for Ted Diro Primary School. The t-shirts were presented to the Head Teacher, Ms Hane Charlie and Senior Teacher, Mr Ali Havuke last week, by the Human Resource Executive and Personal Assistant to General Manager, Ms. Evodia Sambre.



Evodia Sambre from Pacific Palms presenting the shirts to the school

This year's Trukai Olympic Day Fun

Run in Port Moresby will be held in September following the unveiling of the new-look Fun Run T-shirt in June, by the major sponsors, Trukai Industries Limited. The event is the major fund raising event for PNG Sports Federation and PNG Olympic Committee, to help send athletes to international events.

Nasfund & NCSL introduce benefits

Nasfund and National Contributors Savings & Loans (NCSL) was invited by Pacific Palms to do a presentation on the various ways in which members of the society could save and enjoy their hard-earned money while still in employment or upon retirement. The presentation was done during the tool box meeting in last month. The staff were introduced to the NCSL savings plan, NASCARE and the members discount benefits.



Work on the Blaikie Apartments in Lae

Trade Winds sponsors Logic Crew's NGI tour



The band Logic Crew will be doing their New Guinea Islands (NGI) tour thanks to Trade Winds who is their major supporter.

The band will be going on a four month tour promoting their second album 'Crazy' which has the songs, Can't let you go and Angie Girl.

Their first album, 'Alone' included their hit song, Meri Morobe which remained in first place on the Yumi FM music top charts for 40 weeks winning them the award during the PNG Music awards this year.

During the tour in Kimbe, Kavieng, Kokopo and Buka, Trade Wind's new product, Columbus (dark rum) will be promoted.

Trade Winds currently has its various promotions going and this is just one of them.

Trade Wind's national marketing manager, Laurie Luke William said they were doing the Cougar promotion at Club Shooters every Saturday nights in which Cougar is the major sponsor of the DJ competition that is held there during the night.

Logic Crew manager, Herald Semoso with the band members of Logic Crew receiving their shirts and caps from Trade Winds Marketing manager, Laurie Luke William

Laga takes part in SVS Sales Expo in Pom



Laga in pictures....



Super Value Store (SVS), a customer of Laga Industries held a three day Sales Expo in Port Moresby at the Gateway Hotel.

The expo was specifically aimed at the catering companies, mining companies and the food & beverage industries in the country.

Laga Industries was invited along as one of only 12 suppliers to present and showcase our goods and services.

The show allowed Laga Industries to demonstrate some of its goods as well as impart information of who Laga is and what we do for PNG.

A big hit was the sampling of our Gala Gold Ice Cream with everyone going away after tasting saying they would buy the product next time they were out shopping.

SVS chief executive officer, Patrick O'dea in his comment said Laga Industries had set a very high standard with the stand display and our presentation of our staff and goods.

He indicated that this was where he hoped to get his company to moving forward.

PSL retains title as STC Intra-Company Netball Champs

The annual Intra-Company netball competition kicked off on a high note with all 26 teams going into their games in their respective pools hoping to go into the finals.

To their disappointment, the winners of last year's competition, Wharfees 1 (PSL), came out on top and retained the title.

The knock-outs was played by Shipping 1, Wharfees (PSL 1) and EWT 1 & EWT 3.

Shipping 1 & Wharfees 1 who played off in last year's finals met at the quarter finals, unfortunately, Wharfees 1 proved tough and won the game putting them on standby for the finals.

EWT 1 and EWT 3 played off and EWT 1 went down to their colleagues from Lae placing them in the finals play-off.

EWT 1 and Shipping 1 played for the 3rd spot and Shipping 1, wanting to maintain a close position to their 2nd spot from last year beat EWT 1 to take out this year's 3rd position.

The finals between EWT 3 and Wharfees 1 was a tough one with Wharfees retaining their title from last year with just one point. The full time score was 13 points to 14 in favour of Wharfees.

Wharfees are excited that they are the only team since the competition commenced to have retained the title twice in a row. They are planning to hold it for the next five years.



INTRA-COMPANY NETBALL COMPETITION IN PIC'S



The Corporate Va'a Challenge is on again

The second Va'a corporate Challenge is on again and will be held on 25th August.

The winners of the first competition that was held this year in the first quarter of the year was the Steamships Shipping Team.

The Shipping staff put up a number of teams and went out with the aim of reclaiming the titles as the champions of the Va'a Challenge.

The corporate challenge is organised twice a year by the Konedobu Kanu Klub to raise funds for its activities throughout the year.

Teams wishing to put teams can get in touch with the Klub and speak with the organisers.

Shipping has put up another xx team and are on a mission to win this second tournament so they can be declared the 2012 Corporate Va'a Challenge winners.



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.pg