

16 May 2011

CIRCULAR NO: PAN/IL13/2011



ALL MEMBERS

The “H” in “OHS” – COLD AND FLU PREVENTION IN THE WORKPLACE

Printing Industries would like to remind members with winter approaching, cold and flu season is already here. Employee illness costs businesses and can affect the long term health of employees.

Printing Industries would like to remind members of some simple but medically proven steps that can be implemented in the workplace that will minimise the spread of colds and flu this winter.

These include:

1. Regular hand washing for approximately 10 seconds and dry thoroughly;
2. Appropriate cough and sneeze etiquette;
3. Recognise common symptoms of colds and flu's and avoid cross infection to other employees;
4. Always dispose of waste appropriately; and
5. Consider supplying hand sanitiser, tissues, soap and alcohol rubs as well as regular disinfecting of doorknobs and communal phones and keyboards.

To further improve awareness of basic hygiene, members may wish to place reminder signs near sinks, at reception, in kitchens, lavatories and other locations around the workplace.

By being proactive in the workplace on relevant health issues members will reduce costs and contribute to fulfilling your obligation to provide a healthy environment to employees.

Members with queries should contact the Employee Relations Department at *Printing Industries* on 1800 227 425.

Regards,

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Employee Relations Adviser

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