



UNITED TRANSPORT & ALLIED TRADE UNION

REF: UT/CL/TRE.NBC.004/EDK/av

2011-08-31

TO:

**ALL EXECUTIVE COUNCIL MEMBERS, FTUR'S AND TUR'S
TRANSNET RAIL ENGINEERING**

TRANSNET RAIL ENGINEERING NATIONAL BUSINESS FEEDBACK

The meeting was held on the 24th of August 2011.

Matters arising from previous meeting.

1. Feedback on resolution of Shift Patterns in Saldanha

- a. 90% of the problems have been resolved.
- b. NOC and LBC shift pattern agreements to be forwarded to labour within the next four weeks.

2. Safety/Risk Update: Messers Surgess and Zondi: Feedback on meeting with Labour Representatives to address outstanding issues.

That labour and IRS will meet and identify problems and have not gone back to address the issues once Mr Potgieter is back a date will be set to visit Uitenhage. Facilities risk assessments at Uitenhage, Bloemfontein, Durban are complete Koedoespoort is still outstanding. Risk assessment for disabilities management is obtaining the services of an expert to guide the process.

3. Curriculum Review (initiated by the Locomotive Business):

- a. Checking for minutes has been discussed in the skills development forum Dumisani Kala to supply minutes in the next two weeks.
- b. Management reported that the curriculum used for training in the locomotive business is outdated and needs a review.
- c. UTATU Names for the review.
DE Fitter: H Fourie
Elect Fitter: W de Kock

4. Financial Overview

- a. Business View
EBITA 160 v 178 due a drop in sales.

5. Safety Risk Update

TRE won first and third prize in the Golden league Safety awards Uitenhage won the first prize.

Safety performance

- Transnet Rail Engineering's 12 months revolving DIFR is 0.83 for July 2011 showing an improvement from last month's performance of 0.85. Eleven (11) Disabling injuries have been recorded against the target of 9 DI's i.e. 26th June'2011 to 25th July'2011.
- A comparison between 2010/2011 and 2011/2012 on the DI's and DIFR figures show the following:

	July 10 (YTD)	Target 10/11	Year end 10/11	Target 11/12	Actual April 11 - YTD	Target July 11	Actual July 11	12 Months Rolling Statistics
DIFR	1.00	0.76	0.93	0.82	0.83	0.90	0.83	0.83
DI	11	80	128	105	33	9	11	119
Man-hours	25 771 296	N/A	27 427 575	25 610 000	N/A	25 610 000	*28 822 163	28 822 163

TRE overview: Security Focus areas

Hotspot areas

- Koedoespoort: Theft of copper products
- Durban : Umbilo theft of copper products
- All outside depots where locomotives are staged for short duration before or after leaving the running shed.

CHALLENGES

- Improved co-operation with TFR on the outside depots in each region
- Curb syndicate operations within the main workshops where copper products been used.
- Effective informer system.

FOCUS AREAS GOING FORWARD/KEY CORRECTIVE ACTIONS

- Improved cooperation with TFR on the outside depots in each region
- Renewal of the security contracts for TRE. Tenders ready for submission to TREDAC by next week
- Security contract audits by E&Y planned to start September 2011
- Cluster meetings every Friday via country wide video conference

Head protection

See Letter from Mr. Valilhu



1 August 2011

To: Chief Operations Officer
GM: Infrastructure, Risk and Safety
GM: Locomotives,
GM: Coach Business
GM: Wagons
GM: Product Development

NBM: Wheels
NBM: Foundry
NBM: Auxiliary
NBM: Rolling Stock Equipment
NBM: Rotating Machine

Ref: Directive on the utilization of head protective equipment.

With the recent fatality a question had arise with regards to the utilization of head protection equipments in our working environments. As you should know head injuries are among the most serious workplace injuries, and preventing them with the proper protective work wear is among our top safety priorities.

In order to make an informed decision on this matter an analysis was made through regional IRS on the practicability of using such protective equipment given the nature of our activities within TRE. It is on this basis that this directive is therefore issued with regards to the immediate procurement and utilization of the head protective equipment for the employees exposed to the following outlined activities:

1. All working at height activities,
2. Working under the pit bays.
3. Under frame stripping, spray painting, welding and etc.
4. Working underneath locomotives, wagons and coaches.
5. Accessing of over head cranes,
6. Attending of breakdown sites,
7. Working on the roof of any buildings within the workshop complex.

Your compliance to this directive is not an option and shall be implemented with immediate effect and weekly tracking shall be required on the Monday Morning meeting.

Our safety and that of our fellow employees shall come first at all times.

Masihambe

A handwritten signature in black ink, appearing to read "Richards Vallihu", is written over a horizontal line.

Richards Vallihu
CE: Transnet Rail Engineering

1

Consultation with Labour on the SHE Reps Nomination and Implementation Process

Management will be embarking on raining for Safety Representatives

Safety in the Workplace

There must be no compromising on our safety and our work. Safety has become and must become the responsibility of each individual. Management is taking a hard view on Safety and any negligent deviations will not be tolerated. All Businesses should implement Safety Committees and such must be a standing item on the agendas of LBC meetings at all depots. SHE reps must be empowered and must understand their roles and responsibilities clearly. Employees should be

warned not to continue working and to refuse, especially when they are faced with defective tools and or machinery that are not in a good or safe working condition. There is a need for everybody to change the Culture of Safety and to ensure that all injuries are eliminated, especially those fatal injuries where death occurs. UTATU concurred with management and informed management that they will urge their members to refuse to work in any unsafe working environment.

Substance Abuse

The company is almost ready for the implementation of drug testing in relation to dagga, cannabis. A test for dagga will be conducted and if found to be positive then a further blood test will be conducted.

Employment Equity

Road Shows will be conducted around the country explaining the E.E. Plan. Woman will also be targeted and selected for Supervisory training in future in order to right the imbalances.

School of Engineering Overview

CURRICULUM REVIEW

The 18E module is completed and submitted to line for sign off before it can used as part of SBS's curriculum.

INTAKES FOR 2011/2012

Recruitment and selection process for the new SBS's intakes has been completed in most of the centres except for Bloemfontein and Koedoespoort:

- Durban – Completed
- Bloemfontein – busy recruiting remaining students
- Salt River – busy recruiting remaining students
- Koedoespoort – busy recruiting remaining students
- Germiston completed
- Uitehnage – completed

SBS'S

The phase test assessment for SBS's have been developed on E- Learning platform and beginning the month of 1st June 2011 School of Engineering will be able going forward to administer the assessment of all our SBS's on line minimizing the workload of trainers in administering assessment manually.

TETA

Attended TETA workshop on the new web based system that will be used going forward to capture Work Place Skills Plan and Annual Training report.

SAP INITIATIVES

LMO –Busy consolidating all photo's of employees utilizing Lifting Machines so that they can be loaded on SAP to enable School of Engineering to print the carry cards through the SAP system.

ILP's – We have captured the ILP's for all the businesses that have submitted the ILP's of their employees to School of Engineering. The system has been configured now to be able to pull the whole information that has been captured and in the next OPCO we will have a complete picture of all the IPLS's captured per business and per centre.

SBS Trade and Phase – The report for all SBS's per trade and per phase has been configured and tested on SAP and the function is operating smoothly and going forward School of Engineering will be able to draw reports on SBS's directly on SAP.

Info type for Capturing reasons for acting – Group has created the info type on SAP to capture reasons for acting and this functionality will enable HC to be able to draw patterns on why the business is having high frequency on Acting.

ENGINEERS BURSARS FOR TRE

Appointed two newly qualified Engineers bursars that have completed their studies. The two students are

- Mr. T.O. Magae : B.Eng (Electrical) and
- Mr. S.P. Makala : B.Eng (Mechanical)

The above mentioned engineers will undergo their 24months training program before they are allocated to the business.

SUPERVISORY DEVELOPMENT PROGRAM

The service provider that will assist Transnet Rail Engineering in developing the customized functional supervisory program has been appointed and will commence with the work beginning the month of August 11.

STEERING COMMITTEE FOR ENGINEERS AND TECHNICIANS IN TRAINING

Held a steering committee on the 19th July 11 to evaluate the progress and the performance of all TRE Engineers and Technicians in Training. The total number that was evaluated was 45 and only 2 candidates that were not recommended for an increase the rest of the group was positively recommended.

6. Operational Agreement: Addition in clause 3.1 Definition of Relocation:

Relocation shall mean any employee obliged to relocate from his / her current place of residence and workplace "for a distance of more than 70 kilometres" (domicile) based on business needs.

Adopted by Labour

7. Logistics Department

Management presented Labour with a presentation attached and will be doing a job evaluation.

UTATU has nominated the following delegates to represent the Union in this process

- I. Adam Slabbert FTUR (JEM evaluation expert)
- II. Kobus Zara Planner Beaconsfield (Subject expert)

8. Matters raised by labour

I. Discipline Training

The lack of TUR/S/S training within TRE

II. The Relationship between TRE and PRASA

The negative relationship has an impact on member's jobs.

III. Grievance Procedure

Management to clarify the roles and Responsibilities Of managers in the process
And which is the highest level before a dispute is declared.

The Grievance Policy

- **Approved - implemented 1 January 2007 for non-bargaining unit employees and 1 Nov 2008 for bargaining unit employees.**
- **Principles (Clause 4):**
 - Employees may not use the procedure to amend any agreement concluded with the company (including a contract of employment).
 - Employees may not use the procedure to process a disciplinary matter or dismissal.
 - Employees may not use the procedure for collective bargaining.
 - Employees may be represented by fellow employees in the process.
 - Employees will not suffer prejudice for lodging a grievance.
 - Employees will not lose wages for time spent resolving a grievance.
 - Transnet recognizes that there should be open communication between employees and the company at all levels.
 - All proceedings and meetings held in terms of the procedure are confidential.

	Description	Time frame
Step one	The employee raises the grievance informally with his/her immediate manager unless the grievance involves the immediate manager in which case it must be referred to the next level (i.e. step two)	As soon as possible after the event but no later than 30 days The manager has 3 working days to resolve the grievance
Step two	The employee completes a grievance form and hands it to the Departmental Head or the person to whom the manager in step one reports	Within 3 days on the non-resolution of the grievance The Departmental Head [1] has 3 working days to convene an enquiry The Departmental Head [1] has 3 working days after the enquiry to submit written findings
Step three	The employee makes written submission to the General Manager/Business Unit Head/person to whom the manager in step 2 reports	The General Manager etc. has 7 working days to inform the employee of his/her decision.
Step four	The employee refers the dispute to the Transnet Bargaining Council	

Employee		Manager
Rights	Responsibilities	Responsibilities
To be accompanied by a fellow employee at any stage of the grievance procedure (clause 4.2).	Not to use the grievance procedure for collective bargaining (clause 4.1.3).	Not to delay the time limits set in the policy unless for good cause (clause 4.13.2).
Not to suffer prejudice in employment because of lodging a grievance (clause 4.3).	Not to use the grievance procedure for processing a disciplinary matter or dismissal (clause 4.1.2).	Listen to the employee in private (clause 5.1.3).
Not to suffer a loss of wages for time spent in meetings for the purpose of resolving a grievance (clause 4.4).	Not to delay the time limits set in the policy unless for good cause (clause 4.13.2).	Advise the employee of his/her rights in the procedure (clause 5.1.3).
	To report the grievance as soon as possible, but no later than 30 days after it occurred (clause 5.1.1).	Endeavour to resolve the meeting within 3 working days (clause 5.1.5).
	Not to stop working in order to deal with a group grievance (clause 5.0.2).	

IV. Substance Abuse

Policy in Transnet intends to do a planning session for roll out. Care ways to pay for this treatment. Management will obtain clarity in this regard.

V. Polygraph Test

The use of polygraph testing - Management stated that it is Management's prerogative to use all types of tools in their case to present evidence. UTATU stated although it is Management's prerogative it is our Unions stance that our members will have the right to refuse their participation in the polygraph test

VI. Social Investment

Labour wants to be part of Social Investment Committee. Chairman to take the matter to EXCO.

VII. Mentorship

Treat all Employees equal.

VIII. Transport for Employees

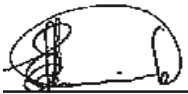
Saldanha, Sentrand, Stephen Matlou (ER TRE) and Khotso Ntseare (ER TFR) will be visiting depots.

IX. Corporate Bulling

Managers complained that they are been insulted in board rooms by senior Management. an independent survey to be done, for all levels.

Date of next Meeting: 30 November 2011.

UTATU greetings,



Eddie de Klerk
O. b. o Mr Steve Harris
GENERAL SECRETARY