



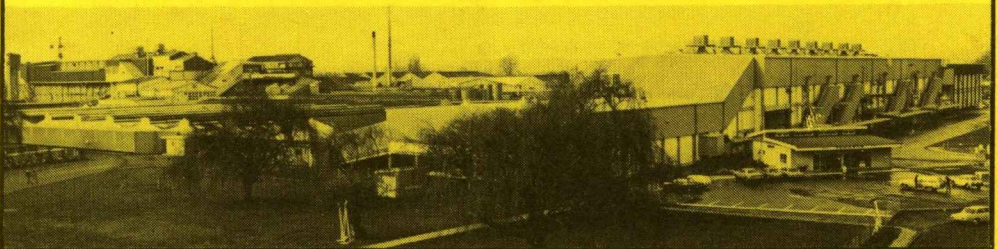
# Nelsons (NZ) Limited

Tomoana Freezing Works - Hawkes Bay, New Zealand

Cables and Telegrams to:  
'NYANZA' Hastings

P.O. Box 1049, Hastings  
Telephone: 86-069

*Information Booklet ..*





Heading up the ramp to the slaughterfloor, a mob of lambs continues the path which leads from farm-gate to overseas market-place — and forms another link in the processing of meat and related by-products, which is the business of a freezing works.

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We welcome you to Nelsons (N.Z.) Limited, Tomoana and hope your association with us will be a long and happy one.

In accepting employment with the Company, you also accept an obligation to abide by certain standards of conduct.

This booklet aims to set forth these standards, as well as give other useful information, to help you during your time of employment with us.

PLEASE READ IT CAREFULLY

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# **A SHORT HISTORY OF TOMOANA**

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One of the pioneers who helped lay the foundation for Hawke's Bay's prosperity, was William Nelson, who established the meat industry at Tomoana.

The founding of the meat industry came at a time when New Zealand was going through a sustained period of depression. Sheep carcasses were practically unsaleable, while prices for wool — then about the only exportable product from sheep, were next to nothing. In fact — so desperate was the situation, in some districts whole flocks of sheep were driven off cliffs into the sea to get rid of them, because their numbers had outgrown available pastures.

It was in this situation that the meat industry was born. For Tomoana it began in 1880 with a meat preserving and boiling down plant which, though it brought some relief, held no great promise for the future. But then, on 15 February 1882 a new era dawned for the New Zealand farmer. On that date the clipper ship 'Dunedin', carrying the first-ever cargo of frozen meat, sailed from Port Chalmers for London, where it arrived on May 24th. Its cargo of sheep tongues and carcasses of lamb, mutton and pork, brought fabulous prices and this resulted in a demand for freezing works, from all over the country. A company was established and work begun on a meat killing and refrigerating works at Tomoana, in 1883. The first shipment of some nine thousand carcasses of frozen meat from Tomoana, left the Port of Napier on the sailing ship 'Turakina' on 31 March 1884.

In 1924, a major re-development programme was undertaken. A new four-storey slaughterhouse block was constructed. The years 1950, 1954 and 1969 saw considerable extensions and other changes to this building.

May 23rd 1979, heralded the official opening of the multi-million dollar new mutton complex. Plans to gradually move the mutton kill into the new complex were hastened when, on Monday 17 September 1979 a disastrous fire swept through the upper portion of the 1924 building. The entire top storey of the old block — housing the mutton chains, beef house and boning and carton rooms, was destroyed in the blaze. Severe fire-damage was also done to a large area of roof in the 1890 freezer block. Fortunately for Tomoana, the three lower floors in the 1924 block which house follow through departments, escaped damage. An immediate re-establishment plan, saw the debris cleared from the old top storey and, out of the ashes, a new beef house and a new boning room were functioning again by July and October 1980 respectively, in the following year. A re-located

lamb cutting room did not commence operating again until July, 1981. The slaughter of pigs for the local trade resumed in early 1981 also.

In its earliest years, Tomoana was geared to a daily mutton kill of four hundred head. Today, it is one of the largest freezing works in the country, with a daily kill capacity of some twenty-one thousand lambs, as well as a large beef process operation — and a wages bill running into many millions of dollars annually.

**Nelsons (NZ) Limited**  
Tomoana Freezing Works - Hawkes Bay, New Zealand

1880

1980

William Nelson Esq.

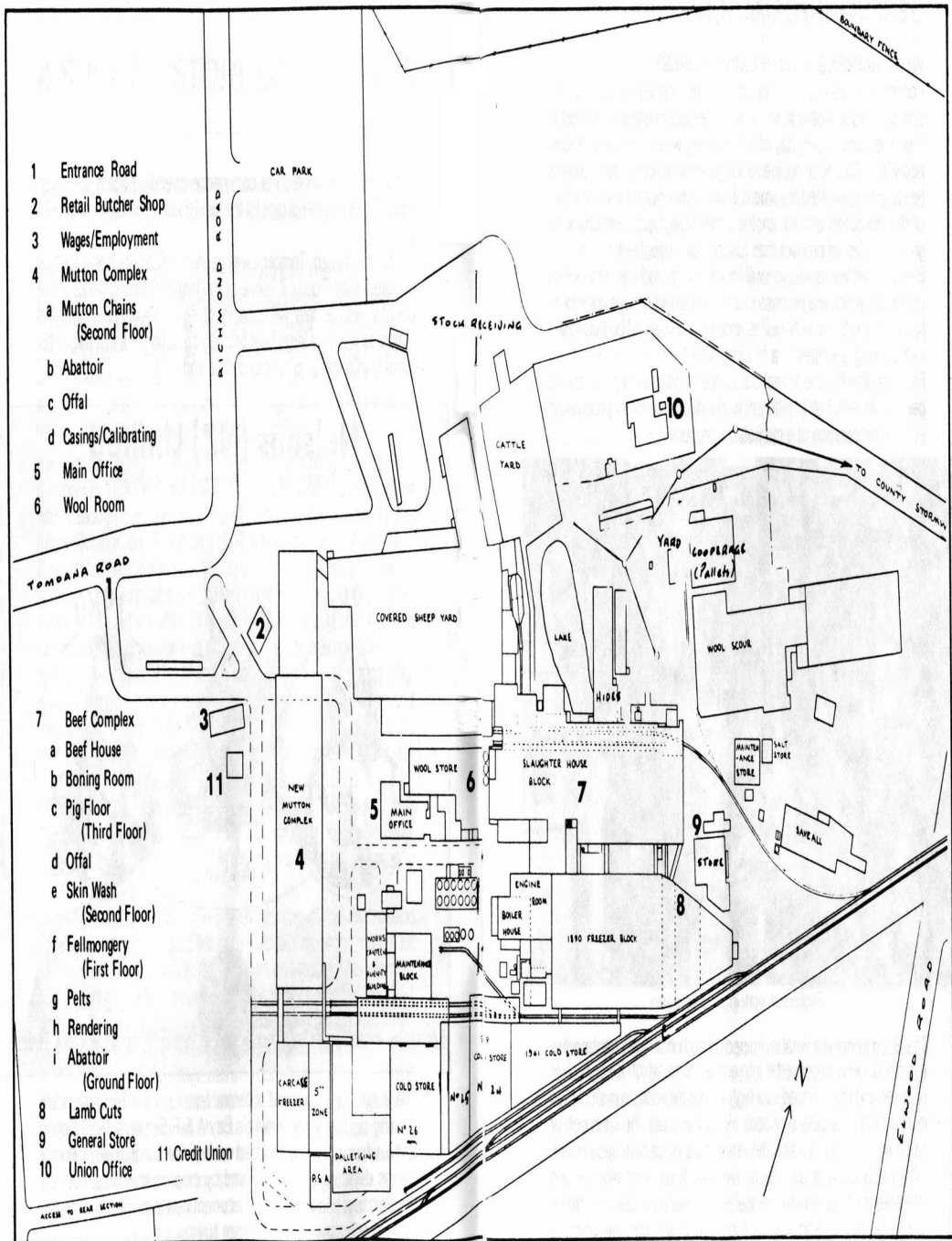
One Hundred Years

TOMOANA

A foundation-stone in Hawkes Bay history

Serving the farmer and New Zealand

The illustration above was a central feature of the Tomoana prize-winning display at the Hawke's Bay A & P Society's 1980 Spring Show, when we commemorated our first one hundred years. Photographs depicting an early — and by modern standards, not very hygienic beef house scene and a current view in the new beef house, flank an impressive one of William Nelson.



- 1 Entrance Road
- 2 Retail Butcher Shop
- 3 Wages/Employment
- 4 Mutton Complex
  - a Mutton Chains (Second Floor)
  - b Abattoir
  - c Offal
  - d Casings/Calibrating
- 5 Main Office
- 6 Wool Room

- 7 Beef Complex
  - a Beef House
  - b Boning Room
  - c Pig Floor (Third Floor)
  - d Offal
  - e Skin Wash (Second Floor)
  - f Fellmongery (First Floor)
  - g Pelts
  - h Rendering
  - i Abattoir (Ground Floor)
- 8 Lamb Cuts
- 9 General Store
- 10 Union Office

11 Credit Union

## GENERAL INFORMATION

### WHAT HAPPENS IN A FREEZING WORKS?

For many people, a freezing works is associated with blood and smells; a place where lambs and cattle beasts are slaughtered in their thousands every day of the working week — yet this is only partly true. For one thing, the very high standard of modern hygiene, has largely eliminated the smells which were once very much a part of the operation and for another, the through-put contains a far greater variety of product than just carcase slaughtering.

Besides carcase meats, you will find many by-products of the killing operation, which are processed and shipped worldwide, as well as finding markets within New Zealand. Indeed, it would be true to say that 'nothing is wasted at a freezing works'.

From the time that the animal is slaughtered, various by-products are being channelled off to different works departments for processing and the preparation of a marketable product.



Stickers at work in the killing area

The blood from the animal is drained off and undergoes treatment in the bloodhouse to convert it into a dried form, which is very rich in nitrogen and much prized as a highly valuable addition in stockfeed mixes. As the carcase proceeds along the chain, the lamb pelt or cattle hide is removed and delivered to its respective department. Offal (such as tongues, hearts, kidneys, livers), gall bladder and intestines are all saved and channelled into their particular department for processing — and even the portion of the carcase which is

unsuitable for anything else, undergoes treatment in the rendering area to process it into tallow (for commodities such as margarine fat), or high protein meals.

The by-products processed from the animal intestine are lamb and sheep casings — used worldwide as sausage skins, and beef threads from which tennis strings and medical sutures are manufactured. Gall concentrate is sold for use in pharmaceutical preparations as is the pancreas. Wool is also a very big by-product of the freezing works operations — involving many workers in the process from skin wash through wool pulling, to finished bale. In addition, a wool scouring plant is situated at Tomoana and this handles wool for clients worldwide. An interesting by-product from the scouring process is lanolin.

As well as carcass meats, lamb cutting and beef boning are undertaken on a large scale, as the meat industry seeks to meet the

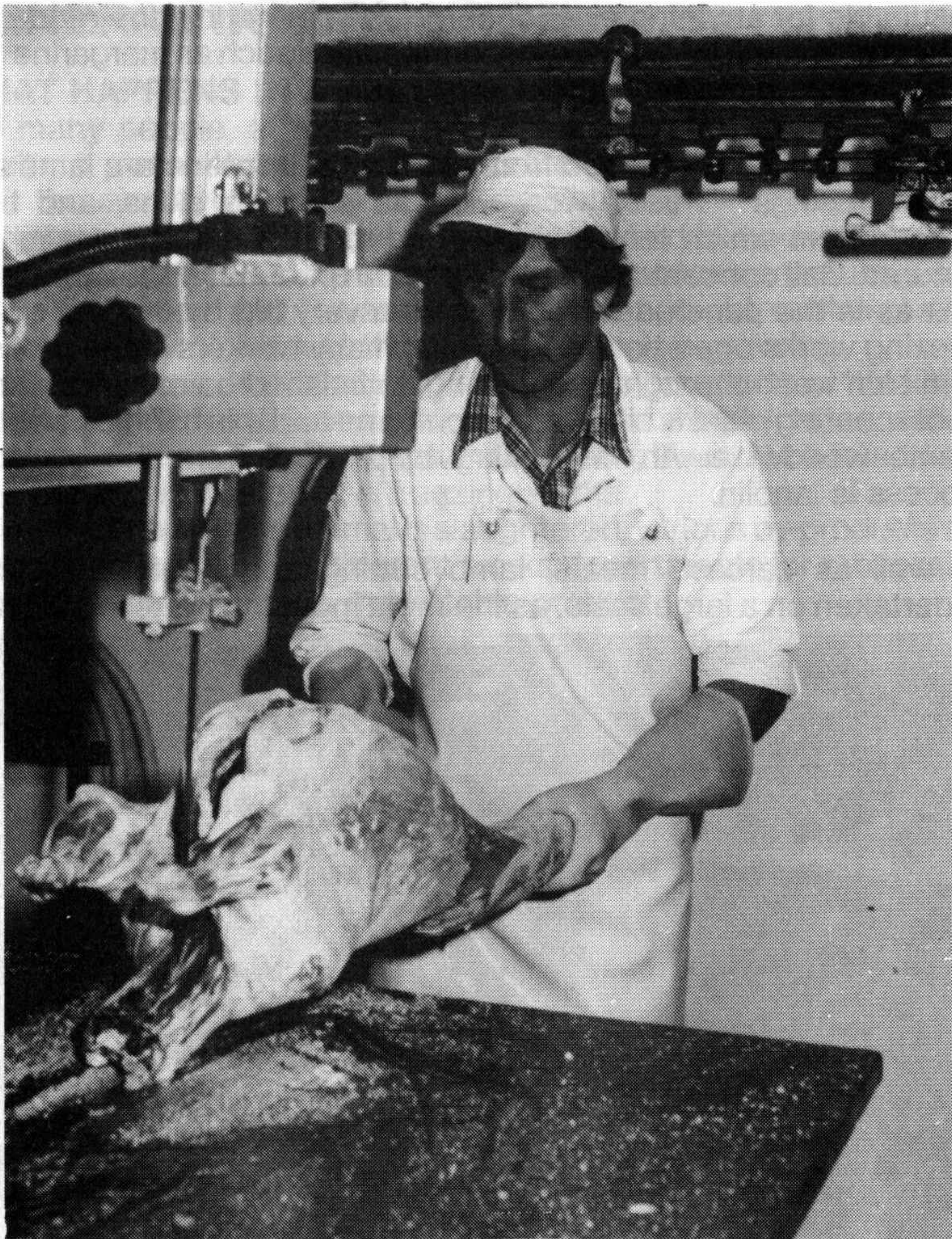


Nearing the end of the chain

increasing demand for it to export meat to overseas consumer requirements. This of course, gives added value to our product, as well as creating far greater job opportunities within the industry.

A freezing works could not operate without having a back-up team to support the production departments. To keep the wheels of industry turning, stock must be moved from one area to another; cartons and bags branded; clothing and other equipment provided; buildings and surrounds upkept; machinery maintained; and proper records kept.





Lamb cutting in progress

So the industry supports several service departments which give employment to many people.

The stockyards, freezers and yard departments are all responsible for the movement of stock. Between them, these departments handle the entire through-put of stock, from the time the animal arrives on the works to the shipment of the end product. A bag-room manufactures and brands the bags required to cover the carcasses and besides the departments mentioned, there is a general store for handling clothing and other items of equipment, a large maintenance section which employs fitters, electricians, carpenters, painters and plumbers, an engine room section — without which the whole works

would come to a standstill and an administrative section geared to the task of keeping the books and paying your wages.

At Tomoana we also slaughter stock to satisfy the local needs of Hastings, Napier and surrounding districts — and finally but by no means of lesser importance, there is a laboratory and a quality control section, which help to ensure the highest possible standard of products.

Working within its precincts, but not as employees of the freezing works, is a team of meat inspectors and veterinarians. At Tomoana you will find some seventy inspectors and six veterinarians. Employed by the Ministry of Agriculture and Fisheries, their job is to ensure that the required processing and hygiene standards are met.

All of the above adds up to a vast and complex operation, which is vital to the interests of the nation — and an operation which provides work opportunities for you.

Related by-products from our killing operations which we process on the works, are:

Offal	Beef Threads	Mucosa
Pancreas Glands	Lamb Casings	Lamb Pelts
Wool	Gall Concentrate	Sheep Casings
Sheep Pelts	Tallow	Vells
Calf-skins	Meat & Bone Meal	Scoured Wool
Lamb Bungs	Cattle Hides	Dried Blood
Lanolin		



Inside the beef house



Calibrating casings runners

Tomoana is a member of an international group of companies, whose sphere of activities extends into almost every country in the world. With head office in London, its business ranges from interests in the meat industry in many countries, to such other diverse areas as shipping and insurance.

W. & R. Fletcher (N.Z.) Limited in Wellington, heads the New Zealand group of companies and — besides Tomoana, controls operations at the Westfield freezing works. As well, it has an interest in the Gisborne Refrigerating Company at Kaiti.

A massive sales promotion organisation is needed to sell the tremendous production output from these companies. To meet this need, the group — which sells its products under the “Weddel” brand trademark, has representatives or agencies in all the main market-places of the world. While the bulk of our produce is shipped under the “Weddel” brand, our lambs carry the “Salisbury” brand name.

## **COMPANY POLICY**

1. You are an employee of the company and this means that obligations exist between it and yourself. Therefore, you should in the first instance, take any grievance or problem to your foreman or supervisor and allow him/her the opportunity to deal with it.
2. Lawful instructions given by the foreman or supervisor must be carried out.
3. Approval from your foreman or supervisor must be obtained, should you wish for personal reasons to be absent for a period during the normal hours of work.
4. Being found in unlawful or unauthorised possession of the property of either the company or your workmates, will result in your dismissal.
5. Wilful damage to, or interference with the property of either the company or your workmates, will result in your dismissal.
6. Fighting is strictly prohibited and will result in the dismissal of those involved.
7. Throwing fat or other objects or hosing people down is prohibited and renders the person liable to dismissal.
8. Drugs, (other than prescribed by a Doctor) or intoxicating liquors must not be brought onto, or consumed on company property. Failure to observe this rule could result in instant dismissal.
9. It is each individuals own responsibility to make themselves available for work when the company offers work. Failure to observe this rule could result in dismissal.
10. Extended leave without pay — the company does not allow or cater for employees who require extended leave without pay (i.e. leave longer than legally entitled to under the Award). However special circumstances may merit consideration.

## **PUNCTUALITY**

Be punctual. If you are not on the job when the siren sounds someone else has to take your place until you arrive. If you are going to be unavoidably late — and unexpected holdups do occur please get a message to your foreman or supervisor as soon as possible. This is part of your responsibility to your employer to ensure a smooth running department.

CAR PARK

# Evacuation Assembly Areas .....

RICHMOND

Stockyards

Chains 6  
5  
4

Maintenance

Killing Area

Casings

MAF

Rendering  
Main Office

Wages Complex  
Clerks/Graders  
(chains 1,2,3)

Chains 1  
2  
3

Clerks/Graders  
(chains 4,5,6)

Labourers  
(Detain Area)

Mutton Offal

Freezers

CATTLE  
YARD

COVERED SHEEP YARD

NEW  
MUTTON  
COMPLEX

WOOL STORE

MAIN  
OFFICE

SLAUC  
BLO.

ENGINE  
ROOM

BOILER  
HOUSE

MAINTENANCE  
BLOCK

LEG STORE  
COLD STORE  
1941

CARCASS  
FREEZER

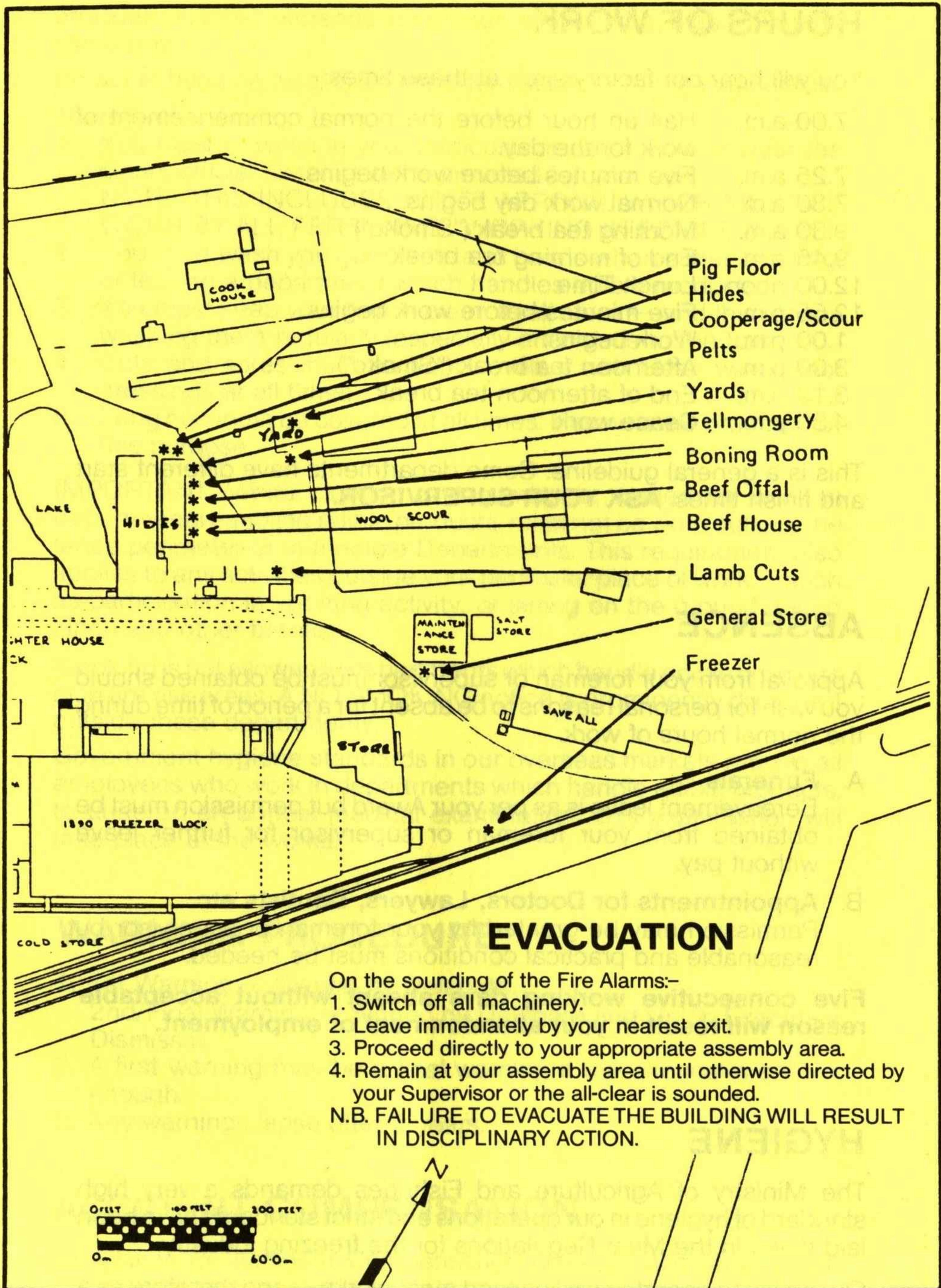
5<sup>th</sup>  
ZONE

COLD STORE  
N° 26

PALETTING  
AREA

P.S.A.

SECTION



## EVACUATION

- On the sounding of the Fire Alarms:-
1. Switch off all machinery.
  2. Leave immediately by your nearest exit.
  3. Proceed directly to your appropriate assembly area.
  4. Remain at your assembly area until otherwise directed by your Supervisor or the all-clear is sounded.
- N.B. FAILURE TO EVACUATE THE BUILDING WILL RESULT IN DISCIPLINARY ACTION.**



## HOURS OF WORK

You will hear our factory siren at these times:-

7.00 a.m.	Half an hour before the normal commencement of work for the day.
7.25 a.m.	Five minutes before work begins.
7.30 a.m.	Normal work day begins.
9.30 a.m.	Morning tea break ("Smoko")
9.45 a.m.	End of morning tea break.
12.00 noon	Lunch Time.
12.55 p.m.	Five minutes before work begins.
1.00 p.m.	Work begins.
3.00 p.m.	Afternoon tea break ("Smoko")
3.15 p.m.	End of afternoon tea break.
4.30 p.m.	Cease work.

This is a general guideline. Some departments have different start and finish times. **ASK YOUR SUPERVISOR.**

## ABSENCE

Approval from your foreman or supervisor must be obtained should you wish for personal reasons to be absent for a period of time during the normal hours of work.

### A. Funerals

Bereavement leave is as per your Award but permission must be obtained from your foreman or supervisor for further leave without pay.

### B. Appointments for Doctors, Lawyers, Dentists etc.

Permission may be granted by your foreman or supervisor but reasonable and practical conditions must be heeded.

**Five consecutive working days absent without acceptable reason will result in your abandonment of employment.**

## HYGIENE

The Ministry of Agriculture and Fisheries demands a very high standard of hygiene in our operations and strict standards have been laid down in the Meat Regulations for the freezing industry.

Our ability to operate as a licensed meat works — and therefore as a

provider of jobs, depends upon our maintaining these hygiene standards.

Personal hygiene also, is an important aspect of these standards.

Therefore:

1. You must — while in your particular place of work — wear the clean, official clothing items provided for your use.  
NOTE: THIS INCLUDES WHITE APRONS, WHICH MUST BE WORN BY ALL PERSONNEL WORKING IN EDIBLE AREAS.
2. You must wash you gumboots and hands when either entering, or leaving a department which handles edible products.
3. You must keep your hands clean at all times — and this means washing them regularly (especially after visits to the toilets).
4. Cuts and sores must be kept covered with clean waterproof dressings at all times.
5. Long hair must be covered at all times. Hair nets are provided for this purpose.

**IMPORTANT:** White clothing and gumboots, issued for work in departments handling edible products, must not be worn outside the fence perimeter or in Inedible Departments. This requirement also applies to any activities outside your particular place of work — such as participation in sporting activity, or sitting on the ground during lunch and other breaks.

Smoking is not allowed in departments which handle edible products or in fire risk areas. A NO SMOKING notice is prominently displayed outside these departments.

Government hygiene standards in our overseas markets require all employees who work in departments which handle edible products, to undergo an annual medical examination. This examination will take place at the works.

## **WARNING PROCEDURE.**

1. 1st Warning — Signed by Delegate.  
2nd/Final Warning — Signed by Delegate and Union Executive.  
Dismissal.
2. A first warning may be a final warning if the offence is serious enough.
3. Any warnings lapse after 2 years.

## **ACCIDENT COMPENSATION**

1. Claims for Accident Compensation covering accidents which happen at work must be made through the companys compen-



- sation office. Non work related claims will also be handled at the request of individuals.
2. Any injury incurred at work must be reported immediately on the day of occurrence. Such reports shall be made by employees to either:-
    - A. Health Clinic staff.
    - B. Immediate supervisor.
    - C. Other supervisor/s in absence of either of above.
  3. Where a person is injured enroute to his/her place of work, a report of the accident shall still be made on the day the accident was incurred by the injured employee. In the event of the injured person being physically unable to report his/her accident, then a report must be made by other authorised persons. Where a person is injured enroute to his/her residence, a report of the accident must be made on the next working day.
  4. It is necessary when making application for Accident Compensation payment to produce an accident compensation medical certificate.

A medical certificate is at best confirmation that an injury has taken place based on medical opinion. Should the company not be "satisfied" as stated in the A.C.C. Act then first week payment may be declined or the claim referred to the A.C.C.
  5. Accident Compensation medical certificates must be returned to Health Clinic or compensation office on the day of issue. This is to assist in speedy calculation of A.C.C. payments.
  6. In the event of a medical certificate being issued by a doctor to the injured employee, late on the day of an accident, i.e. 3.30 p.m. and thereafter then the certificate shall be returned to the Health Clinic or compensation/employment office on the next working day.
  7. The company will not accept liability for an accident compensation claim if an employee goes directly to his/her own doctor, or to the hospital without first reporting such accident to the Health Clinic or his/her supervisor.
  8. Appointments for medical treatment and doctors visits must be kept before compensation payments will be met by the company.
  9. When a first medical certificate states that an employee is fit for alternative work, that employee has an obligation to accept the work offered. It is the responsibility of the company to ensure that the work offered is consistent with the injury and medical advice.
  10. A medical clearance must be handed in before you will be permitted to start work again. This may be given to your supervisor, health clinic staff or the Compensation Office.
  11. Medical Certificates that are back dated may not be accepted.
  12. Medical certificates do not guarantee automatic payment for compensation.
  13. The Company will provide alternative work for employees who have been so certified by the doctor.

## **COMPENSATION PAYMENTS**

Compensation payments for the day of the accident and the following six days (except in the first and last weeks of employment) are made by the Company for all accidents which occur at work. Such payment is calculated on the number of hours worked by the department in which the recipient would have been employed, during the period in question. Incentive payments are also taken into account where these are applicable.

In the event of the Works being in a 'strike' situation, the Company has no liability to make any payment for the 'strike' period.

Compensation payments for any following weeks, are the responsibility of the Accident Compensation Commission. The Commission will calculate an average gross weekly wage and make payment by cheque, through the mail.

## **SENIORITY**

- A union seniority policy operates in each works department. This means that permanent transfers from one department to another will result in loss of seniority.
- Temporary inter-departmental transfers are arranged by departmental foremen and do not affect seniority.
- If you are "laid off" for the season and wish to be considered for temporary work in other areas of the plant you must give your name to the Employment Officer.

## **THE AWARD**

The N.Z. Meat Processors, Packers and Preservers Freezing Works Award sets out general conditions of pay rates for Freezing Workers. Tradesmen are covered by their respective trades awards although tradesmen employed in freezing works have a common agreement covering pay rates known as the Freezing Industry Tradesmen's Wage Agreement.

Copies of the Award covering your employment are available in your department for your information.

The Award sets out your rights in terms of such matters as hours of work, meal breaks, holidays, sick leave, bereavement leave, jury service, travelling allowance etc.

## **SAFETY**

The company endeavours to provide a safe working environment for its employees, but your safety depends upon you being safety conscious, and carrying out the procedures laid down.

### **a. Use Safety Equipment Provided.**

The Award requires you to wear safety equipment provided.

- b. DO NOT RUN — it is a dangerous practice.
- c. DO NOT HOSE ELECTRICAL FITTINGS — OR OTHER PEOPLE.
- d. MAKE SURE ALL MACHINES ARE GUARDED, report faulty equipment to your Foreman.
- e. BE CAREFUL USING HOT WATER, plastic waterproof leggings must be used as protection against serious scalds and burns, which will occur if hot water goes down your gumboots.
- f. KEEP HANDS OUT OF ALL MACHINERY — even if there is a breakdown.
- g. DO NOT OPERATE MACHINERY WITH “HOLD” CARDS ATTACHED.
- h. KEEP YOUR WORKPLACE, AMENITIES, PATHWAYS CLEAN, TIDY — Free from rubbish.
- i. DO NOT THROW FAT OR OTHER OBJECTS.
- j. DO NOT SIT or HANG GEAR ON PLATFORM STAIRS, or SAFETY RAILINGS.

There are knife handling books available in your dining rooms, see the Safety Officer if none available.

## ACCIDENTS

All accidents, however small must be reported immediately.

Therefore:-

1. If you can walk report immediately to your nearest First Aid Clinic. It is YOUR RESPONSIBILITY TO REPORT IMMEDIATELY. Failure to do so could jeopardise your right to claim ACC.
2. If you see a fellow employee, whose injuries or sickness prevent the patient reporting, report to the nearest First Aid Centre. DO NOT MOVE THE PATIENT UNLESS GREATER INJURY COULD HAPPEN BY NOT MOVING HIM/HER.

When attending the clinics for treatment for injuries follow instructions given by First Aid Personnel and Doctor. This is important as failure to attend clinics for dressings etc. may result in wounds becoming infected due to careless attention. This in turn could result in the worker being ineligible for ACC. Workers recommencing after being off for an injury have to have an ACC clearance form from the doctor.

### **ORF** — definition

This is a contagious mild viral illness of humans, caused by the same Pox virus which is responsible for contagious Pustular Dermatitis in sheep. The illness is usually limited to characteristic skin lesion.

If a worker has a lesion on the hands or forearms he must report to the First Aid department every day until a diagnosis can be correctly made. Workers off on ACC for an Orf must report to the doctors clinic in First Aid department every morning. To be eligible for 100% compensation a worker must be put off by the company doctor.

There is no specific treatment or “instant cure” for this complaint.

## SOME FACTS AND FIGURES

More than 1800 workers are employed during the main killing season each year — and usually not less than 1200 during the off season.

There are six mutton chains, each able to process 3400-plus carcasses per day.

The beef house is able to process 740 head of cattle per day.

The mutton carcass freezer, uses the latest technology for aging and conditioning carcasses. It is divided into five zones, each able daily to process 5400 carcasses during a freezing cycle which lowers the carcass temperature to minus eighteen degrees celsius.

Once frozen, the carcasses are bagged and stowed on pallets which are then stacked in freezer stores — currently, the largest of these palletised stores is able to hold 100,000 frozen carcasses. In addition to carcass meats, there is freezer space for stowing some 3900 tonnes of lamb and beef cuts and variety meats or offal all of which are packed in cartons.

The bulk of the export beef kill is boned out and sold to overseas markets in the form of beef cuts — such as silversides, striploins and fillet steak.

Besides a lamb and mutton kill in excess of 2½ million carcasses and an approximate 85 thousand head of beef kill each year, some 80 thousand bobby calves are also processed during the late July to mid-October period. Year-round killing is also maintained for the



Inside the boning room with boners (top)  
and packers (below)

local retail trade and includes the processing of some 10 thousand pigs.

Related by-products figures for the same period are (in round figures): offal — 5500 tonnes; wool — 16000 bales or 2500 tonnes; tallow — 6800 tonnes; meals — 7000 tonnes; and dried blood — 500 tonnes. Lamb and sheep skins, casings runners and hides production, reflect the kill figures.

Carcases are slaughtered to Halal specifications. this process is to be respected as the Halal market is an important one.

## **PARKING AND VEHICLES**

The company provides a carpark for its employees use. This is found on the Richmond Road side of the plant.

No unauthorised vehicles, motor bikes or bicycles are to be parked on the plant. Employees must use the authorised carpark provided. There must be no parking on the main entrance road as this restricts access of emergency vehicles.



## **FIRST AID CLINICS**

There are two clinics on the plant:-

1. One in the Beef House — hours 7 a.m. - 4 p.m.
2. One in the Mutton Complex — hours 5 a.m. - 6 p.m.

### **DOCTORS CLINIC**

During the season there is a doctors clinic every morning starting at 8 a.m. In the off season, three times a week. Workers wishing to see the doctor should report no later than 8.30 a.m. The works doctor sees workers with work related injuries (or problems) only.

### **CLINIC STAFFING**

There is a nurse in attendance in the clinics.

Mutton 7 a.m. - 4 p.m.

Beef 7 a.m. - 4 p.m.

Outside of these hours First Aiders are available in the clinic and in each department.

### **SICKNESS**

As well as works injuries, minor medical problems such as colds, sore throats and headaches are treated. Where anything more serious is suspected workers are referred to their own Doctor. The Industrial Nurse can, where it is appropriate put people in touch with various departments outside the workplace e.g. Budget Counselling etc. If a worker is away sick he/she must bring a medical certificate from their doctor before starting work.

### **SICKNESS LEAVE ENTITLEMENT**

Refer to appropriate awards.

If you are entitled to sick pay, the Medical Certificates must be handed to your foreman or supervisor. No payment will be made unless the certificate has been presented.

Sick leave payments are included with your normal weekly wage.

## **RETAIL BUTCHER SHOP**

A staff discount of 10% on meat purchase is available to all employees through our own butcher shop.

You may place an order for meat on your way into work and pick up later in the day. There is a box outside the butcher shop with official order forms on top to be filled out. This box is cleared at 7.30 a.m. and 10.00 a.m. daily.

You must state the NAME OF YOUR DEPARTMENT on the order form if you wish to qualify for the discount, and the TIME when you wish to pick up your order (e.g. noon, 4.30 p.m. etc.), otherwise it may not be ready when you want it. Please note that all purchases through the butcher shop are on a 'cash and delivery' basis.

## **TELEPHONE CALLS AND PERSONAL MAIL**

There is a telephone in the main dining room of the Mutton and Beef complex. There are also telephones in the middle floor Beef Amenities and near the main Freezer Amenities. You should arrange to have personal mail sent to your home address and not, care of the company.

## **CHANGES OF ADDRESS ETC.**

You should inform the Employment Section, if you change your address, or your marital status. This will help us to keep your Personal Record File up to date. It will also ensure we will have the correct contact address, for the following season.

## **ANNUAL LEAVE**

All employees are entitled to annual leave. This is allocated proportionately, according to the length of time you were employed during the year, up to the total entitlement for a full year of service. Details of annual leave entitlement and extra leave after a set period of continuous service with the company, are listed in the Award.

## **P.A.Y.E. TAX**

All new employees must fill in an I.R.12 at the Employment Office.

## **UNION STRUCTURE**

The Union has a President and Secretary. Each department has a Delegate voted for by members of each department at elections held each year.

## **COMPANY MAGAZINE**

It is called the 'Tomoana Times' and is the official magazine for the works. It is published as frequently as time permits and contains news about your place of work and the people around you, as well as contributed articles of general interest. It is available free to all employees.

## **SAVINGS ACCOUNTS**

Provision is made for you to participate in regular savings through either the Post Office or Trustee Savings Bank Thrift Clubs, or a Trading Bank savings account. Application forms are available from the Wages Office.

## **MEDICAL INSURANCE**

Operated by the Southern Cross Medical Care Society, the Medical Insurance Scheme provides benefits up to 80% cover to a certain maximum, for medical and surgical expenses (such as doctor's fees and hospitalisation costs). In addition to these benefits, there is provision in the scheme for a Hospital Cash Plan. This plan provides for a cash payment of \$14.00 per night or \$100.00 per week, up to a maximum amount of \$400.00 during one continuous period in hospital.

Under the scheme, you are able to obtain cover for yourself and any, or all members of your family.

Contributions to the scheme are deducted from your wages and paid in on your behalf. Special conditions are also available for all works employees.

Further information and application forms may be obtained from the Employment Office. It can also be arranged to have the Society's area representative call should you so desire.

## **MEAT INDUSTRIES SUPERANNUATION**

The company is party to an employer subsidised superannuation scheme in the meat industry, which is administered through the National Provident Fund.

This scheme is available to all employees after a qualification period, who are not members of an existing employer subsidised scheme. Participants in the scheme may choose 2%, 3% or 5% of the minimum weekly wage, as their contribution. This amount will be deducted each week from their wages and credited, together with an equal amount from the company, to their account.

No medical examination is required.

Those interested in joining the scheme, should enquire at the Wages Office for further particulars and application forms.

## **CREDIT UNION**

The Tomoana Employee's Credit Union is open to ALL employees and their immediate families.

It is owned by, and works for its members with all services and records maintained by 2 clerks, plus elected officers and other volunteers.

Present active membership totals over 750. Members with regular savings records are entitled to apply for loans.

Your credit union savings will not be fully secured nor Government guaranteed.

Automatic deductions from your wages can be arranged by the Credit Union Office.



The supervisory Committee with the backing of the N.Z. Credit Union League and auditor looks after the members interests.

The company has provided an office just inside the main gate adjacent to the Watchmans Office.

**OFFICE HOURS:** Tuesday, Wednesday, Thursday, Friday  
11.45 a.m. — 1 p.m.

## **WHAKATU INVESTMENT SOCIETY**

Membership in the society is open to all freezing workers and their immediate families.

The society seeks to provide its members with goods at lowest prices and to invest in projects beneficial to them.

The retail shop outlet for the society is situated at 110 Market Street south — just around the corner from Heretaunga Street.

Minimum membership shares totalling \$100.00 may be purchased outright or in regular payments of \$1.00 per week over two years. It can be arranged to have the latter method of payment automatically deducted from your wages and paid in on your behalf.

Enquiries should be made through the Society's Retail Shop.

## **FORESTRY SCHEME**

A co-operative forestry project has been established by meat workers employed mainly at the Tomoana and Whakatu works. The scheme is open to employees of the Meat Industry on the East Coast of the North Island and there is provision for a limited number of outside shareholders.

The forest headquarters are at Patoka, on an area of some one thousand six hundred and twenty hectares (4000 acres) of leasehold land. The Whakatu Afforestation Trust, as the scheme is known, is a progressive and rapidly expanding organisation run by a Trust Board who are elected from among its own members. It is expected that about eight thousand or so hectares (20,000 acres), will eventually come under the control of the Trust which will provide members with a good investment opportunity together with the provision for off season employment.

The Trust employs shareholders from the works during the off season.

## **FACILITIES**

You will find a dining room — equipped with warming oven and hot water urn and also drying room, showers and toilets reasonably close to your place of work.

The canteen is situated opposite the main office on the northern side of the mutton complex. As well as soft drinks, pies, sandwiches, cakes, sweets etc., you are able to purchase hot meals during the breakfast and lunchtime breaks.



The main dining room — Mutton Complex

## **CHAPLAIN**

A Chaplain visits the plant every Monday. Any worker wishing to contact the Chaplain may obtain his name and phone number from the First Aid Department.

## **WAGES**

The company working week runs from Sunday through to Saturday. The normal hours of work for most departments are 7.30 a.m. to 4.30 p.m. from Monday to Friday (including an hour for lunch and fifteen minute breaks for morning and afternoon tea).

Wages are paid out on the following Wednesday of each week, except when Monday or Tuesday are public holidays.

The company operates two methods of wages payment — by cash, or by direct crediting of wages into the bank account of your choice.

The direct credit method of payment provides several advantages over the cash payment way:

- ★ It not only removes the risk of losing your wages packet before you have the opportunity to spend the money — it puts that money into a safe place, your bank account.
- ★ It makes budgeting and managing your personal expenditure easier and so helps you to make savings.
- ★ It takes the hassle out of paying recurring accounts — insurance premiums, mortgage repayments, rates etc., because you can arrange for the bank to pay these for you on the due date, out of your account.

You will be paid — or receive a wages slip in the case of direct credit payments, in your department, but should you be absent at the time, you may collect same from the wages section.

By arrangement with the paymaster, automatic weekly deductions from your wages may be paid on behalf to any of the following:-

Trading Banks	Sickness Benefit Fund
Post Office	Forestry Scheme
Eastern & Central	Insurance Payments
Meat Industries Superannuation	— Colonial Mutual Life
Maori Affairs	— National Mutual
Housing Corporation	Credit Union
Southern Cross Medical Care	Whakatu Investment Society
Social Welfare	Building Societies
Court Orders	Staff Pension Fund

Money to be collected from the wages office may be uplifted between 8.30 a.m. and 4.15 p.m. The Wages Office is closed between 12.00 and 1.00 p.m. Individuals may pick their pay up after 11.00 a.m. on pay days.

## LIFTING

Faulty methods can result in PERMANENT back injuries, before attempting to lift or carry any object, observe the following precautions:-

- a. Make sure you have a good grip of the object.
- b. Position your feet correctly.
- c. Get down to the object you are lifting, bend your **legs** and keep your **back straight** lift object using your leg muscles.
- d. Do not use sudden jerky movements, these will cause strain.
- e. When moving an object to either side of your body, turn with the object and avoid twisting your body unnecessarily.
- f. Do not attempt to lift or move any object too heavy — GET HELP.

## CLOTHING ISSUE

Official work clothing, which must be worn at all times while you are on the job, is issued at the commencement of your employment.

Other items of equipment, such as knives, pouch, steel ear muffs, etc., are issued if you work in departments that require them. All clothing and equipment which is issued to you remains the property of the company. Any items lost by you will be replaced at your expense.

Soiled clothing must be handed in to your departmental janitor or store, when work finishes for the day. A clean set of clothing will be issued to you, before you commence work next day.

We again stress the following hygiene requirements.

1. You must not wear any white clothing or gumboots issued for use in particular departments outside the fence perimeter or in inedible departments or when taking part in activities such as sport or sitting on the grass or ground during work breaks and persons seen leaving the plant in white gear will be requested to



Inside No.26 Store

return and change. Failure to comply may put an offenders job at risk.

2. You must wash you gumboots and hands when either entering, or leaving a department which handles edible products.
3. Only white clothing may be worn in Edible Departments.

The locker which is allocated to you, must be kept clean and in accordance with Meat Regulations is subject to inspection.

When you leave our employment, all company issued clothing and equipment must be handed in and a clearance obtained, before you can receive your final payment of wages. A charge will be made for any items not returned and will be deducted from your final pay.

