

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO: EA01/214**

**TITLE: Jurox Factory and Warehouse Agreement**

**I.R.C. NO: 2001/3135**

**DATE APPROVED/COMMENCEMENT: 28 May 2001/15 November 2000**

**TERM: 28 Months**

**NEW AGREEMENT OR  
VARIATION: New**

**GAZETTAL REFERENCE: 27 July 2001**

**DATE TERMINATED:**

**NUMBER OF PAGES: 8**

**COVERAGE/DESCRIPTION OF EMPLOYEES: Applies to all employees engaged under the Drug Factories (State) Employees Award and the Drug Warehouse (State) Employees Award**

**PARTIES: Jurox Pty Limited -&- The Australian Workers' Union, New South Wales**



## JUROX PTY LTD FACTORY AND WAREHOUSE AGREEMENT

### **1. The Parties to the Agreement**

This is an agreement between JUROX Pty Ltd as the Enterprise (hereafter called "JUROX"), the Australian Workers Union (hereafter called "AWU"), and the Employees of JUROX. The agreement will be applicable to the JUROX premises (hereafter called "the site") at 85 Gardiners Road, Rutherford, NSW.

The agreement is made in accordance with:

- a) - The provisions of Sections 32 - 47 of the Industrial Relations Act 1996, and
- b) - The principles for approving Enterprise Agreements as provided by Section 33(1) of the Act.

### **2. The Objective**

It is intended that this agreement will partially replace the two awards covering the site, i.e.: The Drug Factories (State) Employees Award, and The Drug Warehouse (State) Employees Award, in the areas of Staff Categorisation and the award wage levels applicable thereto. Apart from the clauses specified in this agreement, all other clauses of the two aforementioned awards will apply.

A new 5 tier Grading Structure for staff, based on skill levels generated by on-site training, will form the basis of the new elements of this agreement. The 5 tier Grading wage structure will be superior to the aforementioned awards, and is designed to produce additional remuneration for additional skills acquired, under the documented training program (See addendum).

The Agreement will run two years and four months, and has provision for adjustments to the Employees remuneration levels inherent.

### **3. The Period of Agreement**

The Commencement Date of the Agreement is: 15th November 2000.  
The Expiry Date of the Agreement is: 15th March 2003.

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The Term of the Agreement is 2 years and 4 months.

### **4. The Grading Structure Wage Rates**

The following wage rates were put in place at or around the 15th November 2000, after detail interviews with all staff, to establish their opening gradings for the new scheme.

- Grade 1 - \$22,500 p.a.
- Grade 2 - \$25,200 p.a.
- Grade 3 - \$26,800 p.a.
- Grade 4 - \$28,500 p.a.
- Grade 5 - \$30,500 p.a.

## 5. Wage Review during the course of the Agreement Period

The following two elements will be moved into place effective 15th November 2001:

- (a) - A 3% increase will be applied to each Grade's wage level nominated in Point 3.
- (b) - All staff subject to this agreement will receive the benefit of a Wage Protection Insurance Scheme, at a cost to Jurox of approximately 1% of Gross Wages.

These measures will represent the only Agreement increases that will apply until the Expiry of Agreement at 15th March 2003.

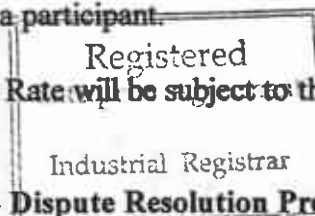
In addition to the above, those Staff who achieve skill levels adjudicated to warrant a move of Grading, will receive the increase applicable to the new Grade.

## 6. Employees who are not on a Graded Wage Rate at 15th November 2001

For Employees who remain on a wage rate other than one of the five Grades nominated in Point 3, a special treatment will be necessary to absorb that portion of their current wage rate which is above the next lower Grading.

Such an Employee will receive only that portion of the 3% applicable to the Grade Rates, as represented by the amount by which the next lower Grade's new rate passes the Employee's former wage rate. By this process, the Employee which was formerly outside the Graded Wage Scheme will become a participant.

All Employees regardless of their former Wage Rate will be subject to the new Income Protection Insurance Scheme.



## 7. Adjudication of Skill Levels for Grading - **Dispute Resolution Procedure**

The Jurox 5 Tier Grading program has detailed descriptions of both the skills required, and the indicated level of competence required to be achieved, in order for a Skill to be deemed to have been satisfied for the purpose of Assessment for Grading.

The Jurox Skills based Grades are structured such that each Grade is an amalgam of various nominated skills, all of which must be acquired in order to progress to the next Grade. An essential principle of the Jurox Skills based Grading Structure is that no one skill will be interpreted as an achievement of a Grading.

In all cases, the Assessment will be carried out by the Production Manager at Jurox, with input from both the Employees, the Production Supervisor, and the Stores Supervisor. In the event of a disputed Assessment, a Committee of two people will be formed, comprising the Organiser from the AWU, and the Commercial Manager of Jurox. An investigation will be carried out by the Committee to determine the fairness of Assessment.

Reasonable time will be allowed for discussion, and normal work will continue while the procedure is in progress.

**8. Job Rotation**

One of the primary objectives of the 5 Tier Skills Structure, is to enable the flexible movement of employees from one department to another in times of seasonal or economic downturn, as well as peak load situations which require more resource to be directed in a particular direction.

While it is not compulsory for all employees to be trained to the highest grade, it is the policy of Jurox to encourage all staff to receive some training, and enable themselves to be able to be rotated at situations such as those described above.

**9. Anti - Discrimination**

It is the intention of the parties bound by this agreement, to seek to achieve the object in Section 3(f) of the Industrial Relations Act 1996, to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, and age.

**10. Signatories to the Agreement**

Signed for and on behalf of Jurox Pty Ltd

Signature: *[Handwritten Signature]*

Printed Name & Occupation: ALAN KEVIN EVANS - COMM MGR.

Date: 5/4/01

And

Signed for and on behalf of Australian Workers Union

Signature: *[Handwritten Signature]*

Printed Name & Occupation: KEVIN MAHER, Branch Secretary

Date: 17<sup>th</sup> April, 2001



## Grade 1: Direct Supervision

### Task

<u>Commence</u>	1.1	Introduction to GMP
<u>GMP Modules</u>	1.2	Documentation and Record Keeping
	1.3	Product Quality
<u>Manual Packing</u>	1.4	Line clearance procedure
	1.5	Correct handling of product, as per packing sheet statements
	1.6	Correct assembly of cartons and outers
	1.7	Correct use of carton printer
	1.8	Conduct in-process checks as per IPC forms
	1.9	Correct use of Counting Scales
	1.10	Completion of batch documentation to accepted standard
<u>Labelling</u>	1.11	Correct loading of product onto 'stand alone' machines at accepted standard rate
	1.12	Monitor batch and expiry printing to accepted print quality
	1.13	Reconciliation of labels
	1.14	Correct unloading of machine into product outers
<u>Tablet Packing</u>	1.15	Able to operate King Counter to fill tablet containers at standard rate
	1.16	Able to complete the correct clean-down procedure as per SOP
	1.17	Able to operate capping machine to close tablet containers
	1.18	Able to operate shrink-wrapper for collating and attaching envelopes to containers
<u>Tub Filling</u>	1.19	Able to operate tub filling machines to standard rate
	1.20	Able to operate 'Hi-Drum' to load creams into machine
<u>Tube Filling (Tonazzi)</u>	1.21	Able to load/fill Tubes at standard rate
	1.22	Able to load/fill syringes at standard rate
	1.23	Able to competently inspect containers for standard accepted condition



## Grade 2 Routine Supervision

### Task

<u>Relevant GMP Modules</u>	2.1	Packaging Control
	2.2	Cleaning and Sanitation
<u>Biofil / Impresstik Labeller</u>	2.3	Correctly load and monitor the feed of syringe components
	2.4	Monitor the assembly and filling of syringes to standard rates
	2.5	Transfer syringes to labeller at standard rates
	2.6	Inspect labels for correct batch and expiry date printing to accepted quality
	2.7	Change over label rolls
	2.8	Pack off as finished goods as either buckets or cartons
<u>Asset Liquid Filler</u>	2.9	Load bottles to be filled at standard rate
	2.10	Operate liquid filler and record weight checks
	2.11	Operate capping machine and record torque check results
	2.12	Inspect labels for correct batch and expiry date printing to accepted quality
	2.13	Operate collator and shrink tunnel
	2.14	Inspect shrink-wrapped product and stack onto pallet in accepted method
<u>Powder Filling</u>	2.15	Achieve dust minimised transfer of filled containers
	2.16	Operate powder filler to standard rates
	2.17	Placement of plugs, application of caps and recording torque results
<u>Bulk Liquid Filling</u>	2.18	Operation of bulk fillers (Neumo or Akro-Pak) to standard rates
	2.19	Application of caps to suitable torque to eliminate leakage of product
	2.20	Operation of labeler and hand application to containers
<u>Introduction to Line Setting</u>	2.21	Able to correctly change label rolls and recommence packaging run
	2.22	Able to correctly change batch numbers and expiry dates on labelers
	2.23	Able to assist with cleandowns
	2.24	Able to identify and report on equipment that may be running in a less than ideal manner
	2.25	Able to identify and report OH&S issues
<u>Commence Manufacturing Skills</u>	2.26	Able to assist mfg operators with non product related tasks
	2.27	Can correctly monitor a tablet compressing machine within product specifications
	2.28	Can prepare components for autoclaving
	2.29	Can prepare components for heat sterilisation
	2.30	Able to carry out non-sterile tasks in Sterile Dept
<u>Warehousing</u>	2.31	Stock Picking of Customer orders to accepted standard
	2.32	Packing of customer orders
	2.33	Correctly attach despatch information
	2.34	Identification and report of stock shortfalls and damage



**Grade 3 Routine Supervision**

**Task**

**Progress GMP  
Modules**

- 3.1 Production Controls
- 3.2 Contamination Control
- 3.2 Microbiology in the Workplace

**Label Room**

- 3.4 Effective in issue and return of labels from secure storage

**Manufacturing**

- 3.5 Competent in absence of regular operators for liquid and cream manufacture
- 3.6 Competent in the operation of autoclave and heat sterilisers
- 3.7 Competent in the manufacture of liquids for sterilisation up to the filtration stage

**Dispensary**

- 3.8 Check weigh scales
- 3.9 Verification of raw materials to be dispensed
- 3.10 Raw materials weighed to product specifications
- 3.11 Recording of material usage in Pronto system
- 3.12 Awareness of MSDS's for raw material hazards
- 3.13 Competent in maintaining a clean environment and dispensing equipment
- 3.14 Competent in picking stock from Pronto picking slip

**Warehouse**

- 3.15 Competent in the invoicing of customer orders from Pronto system
- 3.16 Competent in completing the TNT consignment notes
- 3.17 Competent in the e-mail of TNT manifest

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## Grade 4 Minimal Supervision

### Task

#### Complete GMP Modules

4.1 Quality Assurance / Quality Control

#### Manufacturing

- 4.2 Able to perform tasks unsupervised in the manufacture of tablet and sterile products
- 4.3 Competent in the clean down and set-up of tablet compressing machines
- 4.4 Perform clean room skills of filtration, filling and capping both aqueous and oil products
- 4.5 Complete appropriate training in theory and practical filtration by Sartorius, Pall etc
- 4.6 Competent in the manufacture of ex R&D products eg HPCD complex

#### Warehouse

- 4.7 Licenced forklift driver
- 4.8 Competent in the receipt of incoming goods to Pronto system
- 4.9 Competent in the distribution of raw and packaging materials to Production
- 4.10 Effective in the put-away of components returned from Production
- 4.11 Receipt of finished goods into Pronto and the put-away of product
- 4.12 Competent in the recording of internal transfers in Pronto system

#### Line Setting

- 4.13 Competent in the pull down, cleaning and set-up of all Packaging machines

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**Grade 5 Minimal Supervision**  
**Supervises others**

**Task**

TAFE /  
University

**5.1 Qualified in Applied Science, Engineering or other related fields**

Supervision

**5.2 Supervision Support in absence of Production Supervisor**

**5.3 Assessment of employee skills**

**5.4 Assessment of employee training requirements**

Production  
Planning

**5.6 Competent in the issue of Batch and Packing sheets**

**5.7 Experience in MRP**

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