

REGISTER OF ENTERPRISE AGREEMENTS

ENTERPRISE AGREEMENT NO: EA05/31

**TITLE: AMWU and Essilor Australia Pty Ltd Certified Agreement
2004-2006**

I.R.C. NO: IRC4/6010

DATE APPROVED/COMMENCEMENT: 1 November 2004 / 1 November 2004

TERM: 20

**NEW AGREEMENT OR
VARIATION:** New.

GAZETTAL REFERENCE: 4 March 2005

DATE TERMINATED:

NUMBER OF PAGES: 19

COVERAGE/DESCRIPTION OF

EMPLOYEES: The agreement applies to all employees employed by Essilor Australia Pty Ltd, located at Unit 8/71 Parramatta Road, Silverwater NSW 2128, who fall within the coverage of the Mechanical Opticians (State) Award.

PARTIES: Essilor Australia Pty Ltd -&- the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, New South Wales Branch

ESSILOR AUSTRALIA PTY LTD CERTIFIED AGREEMENT 2004-2006

0.0. Title

This agreement shall be known as the AMWU and Essilor Australia Pty Ltd Certified Agreement 2004-2006.

1.0. Arrangement

The Agreement is arranged as follows:

Clause No.	Subject Matter
00.	Title
1.0	Arrangement
2.0	Coverage of Agreement
3.0	Parties Bound
4.0	Date and Period of Operation
5.0	Relationship to Parent Award
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13.0	Payment of Union Dues
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15.0	Paid Union Meetings
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19.0	Occupational Health and Safety
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21.0	Accident Make-up Pay
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23.0	Dispute Settlement Procedure
24.0	No Extra Claims
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ATTACHMENT A

ATTACHMENT B

2.0. Coverage of Agreement

2.1 In this agreement:

"employer" means Essilor Australia Pty Ltd; and

"union" means Australian Manufacturing Workers Union.

2.2 This agreement applies to all of the employer's employees who are:

2.2.1 employed at the employer's establishment at Unit 8/71 Parramatta Road Silverwater NSW 2128;
and

2.2.2 employed in classifications or occupations covered by the award and/or are eligible for membership of the union, whether members of the union or not.

3.0. Parties Bound

This agreement binds:

- 3.1 the employer; and
- 3.2 the union and their members.

4.0. Date and Period of Operation

This agreement shall operate from the date of certification and shall have a nominal expiry date of 30th June 2006. This agreement shall be certified by the New South Wales Industrial Relations Commission.

5.0. Relationship to Parent Award

- 5.1 This agreement shall be read wholly in conjunction with the Mechanical Opticians (State) Award. The terms of the Award shall be incorporated into the terms of this Agreement.

Where there is any inconsistency between this agreement and the Award, this agreement shall take precedence to the extent of any inconsistency.

- 5.2 Existing over award payments and conditions of employment shall continue to apply as if they were a term of this agreement except where the expressly stipulated terms of this agreement provide otherwise.

6.0. No AWA's

- 6.1 An employee commencing his or her employment with the employer after the date on which this agreement comes into operation shall be employed in accordance with the terms of this agreement.
- 6.2 The employer and the union agree that no employee, including apprentices and trainees, shall be employed other than under the terms of this agreement. To avoid doubt, this means that no employee shall be offered an Australian Workplace Agreement.

7.0. Paid Trade Union Training Leave

The parties agree that each Delegate covered by the agreement shall be allowed up to 5 days paid leave per annum, per delegate not exceeding 20 days in total to attend trade union training courses conducted or approved by Trade Union Training Australian Inc. or one of the union party to this agreement.

8.0. Protection of Employee Entitlements

Please see attached Cross-Deed of Guarantee from Essilor International. (Attachment A)

9.0. Overtime

The parties are committed to ensuring that all time worked outside the ordinary agreed span of hours will be paid as overtime and that no unpaid overtime will occur.

10.0. Wages

5%, effective July 1, 2004 and 5% effective July 1, 2005.

11.0. Long Service Leave

Long Service Leave shall be in accordance with the *Long Service Leave Act 1955*.

12.0. Public Holidays

An employee other than a casual shall be entitled, without loss of pay, to public holidays as follows:

New Years Day
Australia Day
Good Friday
Easter Saturday
Easter Monday
Anzac Day
Sovereigns Birthday
Eight Hours Day or Labour Day
Christmas Day
Boxing Day

Or such other day, as is generally observed in a locality, as a substitute for any other said days respectively. In addition to the public holidays prescribed above union members are entitled to picnic public holiday without loss of pay on the Tuesday immediately following Easter Monday.

13.0. Payment of Union Dues

It is agreed that Essilor Australia Pty Ltd will provide employees with a direct debit facility for union dues.

14.0. Union Officials and Delegates Rights

- 14.1 An official or officer of the union shall have the right to enter the employer's establishment at any time during working hours with reasonable notice for the purposes of conducting union business and matters incidental to union business.
- 14.2 The employer shall recognise appointed union delegates in the enterprise upon notification by the union to which the employee belongs. The union delegates or shop stewards shall be allowed all necessary time during working hours to interview employees and the employer or the employer's representative on matters affecting employees whom they represent. The delegates or shop stewards shall be allowed an adequate and private meeting place and reasonable time during working hours to interview a Union official from their union on legitimate union business.

15.0. Paid Union Meetings

Essilor Australia Pty Ltd agrees to allow the union to conduct paid workplace information sessions on at least five occasions in any 12 month period.

16.0. Casual Labour

The parties recognise that the intent of this clause is to provide Essilor management the flexibility to use casual, labour as required to benefit the business and/or satisfy its customer's requirements.

A casual employee is an employee engaged and paid as such on short term or occasional work not of a continuous nature.

The delegates will be advised and consulted immediately of the needs to engage casual labour.

Contractors or Labour Hire arrangements will not be used during the life of this Agreement.

Casual labour will be utilised to support the business's permanent workforce to cover short-term peak workloads, known duration of specific projects, and staff absences, as required;

The parties confirm their commitment to permanent employment, and casual labour will not be used to replace permanent positions.

The parties agree that where the demand for casual employees persists for longer than 6 months in any given case, then the position will be reviewed to examine the scope for additional permanent employees.

Upon engagement a casual employee will be provided with written details of his/her employment duties, award classification, number of hours and days required, Union membership form, the loading to be paid etc.

A casual employee shall be paid no less than the hourly rate of a permanent at the appropriate classification rate plus the applicable casual award loading.

Essilor Australia Pty Ltd employees will be given first preference over casual labour for any overtime required to be worked where skills and job knowledge are equivalent.

Casual labour will utilise the same facilities, etc, as permanent staff.

17.0. Consultative Committee

17.1 The parties agree to establish a Consultative Committee to assist the parties improve productivity, efficiency and to provide for the effective involvement of union members in the decision-making processes. The committee will consist of an equal number of employer and union representatives.

17.2 The objectives of the Committee are to investigate, determine, make recommendations on matters including but not limited to:

- (i) introduction of new technology
- (ii) changes to work organisation and new management practices
- (iii) expansion and investment
- (iv) excessive hours and rostering
- (v) Training and apprenticeship opportunities
- (vi) Maximising Australian content

18.0. Reclassification/Competency Standards

The employer and the union agree that employees have access to reclassification and career path progression. The table of skills and training required for Optical Worker 1-4 and Optical Mechanic 1-4 is attached. (Attachment B)

18.1 Procedure for Reclassifying Employees

During the term of this Agreement, the Company shall meet with employees for the purpose of reviewing an individual's skills, qualifications and work experience. Following such a review, the Company will identify areas where training is considered necessary and desirable by the Company. Appropriate in-house and external training programs may then be developed and implemented by the Company to address such areas and promote said objectives.

Within three months of certification of agreement, employees may request an assessment of their ability to perform tasks listed in the classification structure. Where an employee does not have the ability to perform all tasks within a level, that employee will, within a reasonable time frame, receive the appropriate training to progress to the next level in the classification structure.

Should disputes arise in relation to training and assessment, they will be subject to the Dispute Settlement Procedure attached to this agreement.

19.0. Occupational Health and Safety

19.1 Commitments

The parties to this agreement commit themselves to:

19.1.1 the establishment of healthy and safe workplaces, which includes the use of healthy and safe work methods, work organisation, working time and machinery and equipment. Exposures to hazardous substances will be removed or reduced as far as is practicable,

19.1.2 as a minimum the observance of all relevant Acts, Regulations, and Codes of Practice (including all references to Australian and British standards).

19.2 Health and Safety Representatives

The parties agree to the election by union members of Health and Safety Representatives to represent an agreed group of members.

19.2.1 One OH&S Rep shall be elected for group of members, to hold office for 2 years.

19.2.2 The employer is to permit the Reps to take such time off work without loss of remuneration or other entitlements to attend trade union or other agreed OH&S or similar courses with other OH&S representatives from similar industry.

19.3 OH&S Committee Structure

The parties agree to the establishment of an OH&S Committee structure that ensures that all employees in the company are covered by a committee. The membership of the committee will comprise of an agreed number of equal number of representatives from management and health and safety representatives and or/delegates.

19.4 Workplace Rehabilitation & Return To Work

The parties commit themselves to the establishment of comprehensive policies/programs to deal with the rehabilitation & return to work of injured workers.

19.4.1 Where practicable a committee should be set up to oversee programs, develop and implement policy.

19.4.2 The committee should be made up of equal numbers of employer & health and safety representatives/delegates, together with any other relevant parties.

19.4.3 The committee will establish mechanisms and procedures for the regular monitoring and review of rehabilitation & return to work plans for all employees.

20.0. Protective Clothing

Essilor Australia Pty Ltd will continue to provide appropriate protective clothing, where protective clothing is expected to be worn.

Essilor will comply with the WorkCover and Mechanical Opticians (State) Award minimum standards where required, as follows:

2 dustcoats pa, replaced thereafter on a wear and tear basis;

1 pair of safety shoes issued to employees in the Rx, Warehouse, Maintenance and Dispatch areas, and replaced on a wear and tear basis;

1 pair of safety/prescription glasses pa, replaced on a wear and tear basis.

In the event of the employee losing their safety shoes or safety/prescription glasses, the Company will replace but will instigate disciplinary procedures at its discretion should those replacements be deemed to be unreasonably frequent.

21.0. 26 Week Accident Make-Up Pay

Essilor Australia Pty Ltd shall pay, or cause to be paid, accident pay during the incapacity of the employee within the meaning of the relevant state Act until such incapacity ceases or until the expiration of the aggregated period of 26 weeks from the date of injury whichever event shall first occur. The employer may at its absolute discretion extend this payment.

It is agreed that employer superannuation contributions shall be paid for the period of the employee's incapacity.

22.0. Superannuation

A review of choice of funds will be carried out during the life of this agreement.

23.0. Dispute Settlement Procedure

The parties to this Agreement shall, in order to avoid industrial disputes, strictly observe the Disputes Avoidance Procedure as set out below.

The objectives of these procedures shall promote the resolution of disputes by measures based on consultation, cooperation and discussion; to eliminate industrial confrontation and to avoid interruption to the performance of work add consequential loss of production and wages.

Where an employee has grievance, the following procedure shall apply:

- (i) Discussions between the employee(s) concerned and at his/her request the appropriate union delegate and the immediate supervisor;

Discussions involving the employee(s), the delegate and more senior management;

Discussions involving representatives from the state branch of the union concerned and senior site management;

There shall be an opportunity for any party to raise the issue to a higher stage.
- (ii) There shall be a commitment by the parties to follow this procedure. This should be facilitated by the earliest possible advice by one party to the other of any issue or problem which may give rise to a grievance or dispute.
- (iii) Throughout all stages of the procedure all relevant facts shall be clearly identified and recorded.
- (iv) Sensible time limits shall be allowed for the completion of the various stages of the discussion. At least seven days should be allowed for all stages of the discussions in subclause (i) above to be finalised.
- (v) Emphasis shall be placed on a negotiated settlement. However, if the negotiation process is exhausted without the dispute being resolved, the parties shall jointly or individually refer the matter to the NSW Industrial Relations Commission for assistance in resolving the dispute.
- (vi) In order to allow for the peaceful resolution of grievances, work will proceed as normal during this period in accordance with the pre-dispute situation (the status quo shall remain).

24.0. No Extra Claims

The employer and the union agree that they will not, for the duration of this agreement, pursue any extra claims for changes in relation to the matters dealt with by this agreement except where consistent with this agreement, National Wage Case Decisions and/or the determination of the Living Wage Cases.

25.0. Renegotiation

- 25.1 The parties agree to commence negotiations for a replacement Agreement no later than 3 months prior to the expiry of this agreement.
- 25.2 Subject to this agreement, the parties agree that they shall bargain collectively in relation to any matter, whether arising from this agreement or not, and in relation to the renewal, extension, variation or renegotiation of this agreement.
- 25.3 As an integral part of bargaining process the parties to this Agreement acknowledge the importance of the union to brief its delegates, and for the delegates and their union to brief all employees at Essilor Australia Pty Ltd regarding the renegotiation of agreement that is approaching expiry.
- 25.4 The parties agree that the meetings, as outlined in clause 24.0, will occur preferably 3 months prior to the expiration of this agreement at times determined by the union and, can;
- (i) occur between the union and its delegates, and
 - (ii) the union delegates and/ or union officials and the employees, and
 - (iii) subject to and in addition to clause 21.0 have two paid meeting for delegates to attend a union briefing session and one paid meeting for members, their union and the employees to meet with the union delegates on the renegotiation of the Agreement.

Signed on behalf of the Union:

Signed on behalf of the Employer:

ATTACHMENT A

DEED OF GUARANTEE AND INDEMNITY

Essilor International SA (Guarantor)

Essilor Australia Pty Ltd (Subsidiary)

THIS DEED is made the 26th day of August 2004.

Between:

Essilor International SA, a company incorporated under the laws of France as a société anonyme (joint stock corporation), with registered office at 147, rue de Paris 94227 Charenton Cedex, registered with the Commercial and Company Register of Créteil under the number 712 049 618; (Guarantor);

Essilor Australia Pty Ltd ACN 002 659 458, a company incorporated in Australia (Subsidiary);

Each referred to individually as a "Party" and together as the "Parties"

Whereas:

- A. The Guarantor has agreed to guarantee to its Subsidiary due performance by that Guarantor of the obligations of the Subsidiary to pay accrued annual leave and long service leave entitlements of employees covered by the Enterprise Agreement.

NOW IT IS HEREBY AGREED as follows:

1. Definitions

In this deed, unless the context otherwise requires:

Employee means an employee whose terms and conditions of employment are governed by the Enterprise Agreement.

Employee Entitlements means the accrued annual leave and long service entitlements due and payable to an Employee by the Subsidiary.

Enterprise Agreement means the Essilor Australia Pty Limited Certified Agreement 2004-2006 approved by the Industrial Relations Commission of New South Wales on

Working Day means any day except Saturday, Sunday and any bank or public holiday in France or New South Wales.

2. Guarantees

- 2.1 The Guarantor unconditionally and irrevocably undertakes to support the Subsidiary so as to enable it to meet its liabilities under the Employee Entitlements as and when they fall due, if the Subsidiary is unable to pay its debts as they fall due. For that purpose, the Guarantor may (at its sole discretion) pay:
 - (a) to the Subsidiary an amount equal to any unpaid Employee Entitlements, or
 - (b) to the Employees, on behalf of the Subsidiary, an amount equal to any unpaid Employee Entitlements.
- 2.2 It is Essilor Group policy to ensure that subsidiaries have adequate and competent management and sufficient financial resources to meet all their obligations and the Guarantor undertake not to take any action which could result in the Subsidiary being unable to carry on its business.
- 2.3 Any amount paid by the Guarantor under clause 2.1 will be treated as between the Parties, as a loan from the Guarantor to the Subsidiary.

3. Obligations Unconditional

- 3.1 In clause 3.2, unless the context requires otherwise, a reference to:
 - (a) any person includes a Party; and
 - (b) any document or agreement includes the Enterprise Agreement and this deed.
- 3.2 Neither this deed nor the obligations of a Party under this deed will be affected by anything which but for this provision might operate to release, prejudicially affect or discharge them or in any way relieve a Party from any obligation. This includes the following:
 - (a) the granting to any person of any time, waiver or other indulgence or concession, or the discharge or release of any person;
 - (b) any arrangement that may take place between any Party and any person;
 - (c) the alteration, amendment, or modification of any document or agreement;
 - (d) any Party exercising or delaying or refraining from exercising or enforcing any document or agreement or any right, power or remedy conferred on it by law or by any document or agreement;

- (e) the failure of any person to notify any Party of any default by any person under any document or agreement or circumstance;
- (f) any change in any circumstance (including in the members or constitution of any person); whether with or without notice to or the consent of any Party.

4. General Provisions

4.1 The obligations of each Party under this deed:

- (a) are continuing;
- (b) remain in full force until the Subsidiary has completely performed its obligations in respect of the Employee Entitlements and the Party has completely performed its obligations under this deed, whichever is the last to occur.

4.2 Unless this deed requires otherwise, any amount payable by a Party under this deed shall be payable on justified demand.

4.3 All notices, requests, demands, consents, approvals, agreements or other communications to or by a Party under or in connection with this deed:

- (a) must be in writing, in English and signed by a director or secretary of the sender or by any other person duly authorised by the sender; and
- (b) will be taken to be given or made when delivered by hand, registered express mail, or express mail at the address of the recipient shown below or any other address which it may have notified the sender, but if delivery or receipt is on a day which is not a Working Day or is later than 4.00pm (local time) in the place to which the communication is sent, it will be taken to have been given or made at the commencement of business on the next Working Day in that place.

Name: Essilor International SA
Address: 147, rue de Paris - 94227 Charenton Cedex France
Attention: The Legal Director

Name: Essilor Australia Pty. Limited
Address: Gateway Business Park, Level 3, 77 Parramatta Road,
SILVERWATER NSW AUSTRALIA 2128
Attention: The Chief Executive Officer

4.4 This deed is governed by and shall be construed in accordance with the laws of France. The courts within the jurisdiction (resort) of the Court of Appeal in Paris have the exclusive jurisdiction to settle any dispute in connection with this deed. Any communication under or in connection with this deed shall be in the English language.

4.5 Any provision of this deed which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining portions of this deed or that provision or affecting the validity or enforceability of such provision in any other jurisdiction.

4.6 The maximum aggregate liability of the Guarantor under this deed shall not exceed the maximum aggregate liability that the Subsidiary would have in respect of the Employee Entitlements if the Enterprise Agreement was valid, binding and enforceable in accordance with its terms (whether or not such is the case).

4.7 Any alteration, amendment or modification of this deed must be in writing and signed by all Parties.

4.8 A Party does not waive a right, power or remedy if it fails to exercise or delays in exercising the right, power or remedy. A waiver of a right, power or remedy must be in writing and signed by the Party giving the waiver.

5. Interpretation

In this deed, except where the context otherwise requires:

- (a) the singular includes the plural and vice versa, and a gender includes other genders;
- (b) another grammatical form of a defined word or expression has a corresponding meaning;
- (c) a reference to a clause or paragraph is to a clause or paragraph of this deed;
- (d) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
- (e) a reference to a party to a document (including this deed) includes the party's executors, administrators, successors and permitted assigns and substitutes;
- (f) a reference to a person includes a natural person, partnership, body corporate, association, governmental or local authority or agency or other entity;
- (g) the meaning of general words is not limited by specific examples introduced by including, for example or similar expressions;
- (h) a rule of construction does not apply to the disadvantage of a Party because the party was responsible for the preparation of this agreement or any part of it; and
- (i) if a day on or by which an obligation must be performed or an event must occur is not a Working Day, the obligation must be performed or the event must occur on or by the next Working Day.

IN WITNESS WHEREOF the parties hereto have executed this document as a Deed coming into effect on the date first before written.

Essilor International SA

Signature

Philippe ALFROID, Directeur Général Délégué (Chief Operating Officer)

The Common Seal of)
Essilor Australia Pty Ltd)
was affixed hereto in accordance)
with its articles of association in the)
presence of:)

Chief Executive Officer

Chief Financial Officer

Name (print)
Eric BERNARD

Name (print)
Catherine BOISSAY

SURFACING

Attachment B	Class 1 Base Optical Worker 1	Class 2 Base Optical Worker 2	Class 3 Base Optical Worker 3	Class 4 Base Optical Worker 4	Class 5 Team Leader
either	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Select tools	Follow OH&S practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Material Selection and lens preparation taping Select tools Prepare & blocking of lenses Fining/Polishing of lenses & de-blocking Cleaning of lenses (Crest Machine)	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Material Selection and lens preparation taping Select tools Prepare & blocking of lenses Fining/Polishing of lenses & de-blocking Calibration of all equipment Manual Generating of lenses Cleaning of lenses (Crest Machine) Tool Cutting	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Material Selection and lens preparation taping Select tools Prepare & blocking of lenses Fining/Polishing of lenses & de-blocking Calibration of all equipment Manual Generating of lenses Running and report of late jobbing report Tool Cutting Final checking of optical lenses Cleaning of lenses (Crest Machine)	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Material Selection and lens preparation taping Select tools Prepare & blocking of lenses Fining/Polishing of lenses & de-blocking Calibration of all equipment Manual Generating of lenses Log on and off Computer System Tool Cutting Final checking of optical lenses Running and report of late jobbing report Cleaning of lenses (Crest Machine) Managing breakage Managing a team

or		Certificate I Optical Mechanics	Certificate II Optical Mechanics	Certificate III Optical Mechanics	
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FITTING

Attachment B	Class 1 Base Optical Worker 1	Class 2 Base Optical Worker 2	Class 3 Base Optical Worker 3	Class 4 Base Optical Worker 4	Class 5 Team Leader
either	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Traying Up	Follow OH&S practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Traying Up Verify lenses Trace frames Blocking of lenses De-blocking of lenses Operate edging machines	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Traying Up Verify lenses Trace frames Blocking of lenses De-blocking of lenses Operate edging machines Forma/Template making Operate CNC Opti-drill Assemble of Plastic, Metal, Nylon frames Chamfer all lens types	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Follow S.O.P. within the workplace Keep people informed Co-operate with team members Participate with team activities Traying Up Verify lenses Trace frames Blocking of lenses De-blocking of lenses Operate edging machines Forma/Template making Hand edging of lenses Operate CNC Opti-drill Assemble of Plastic, Metal, Nylon frames Chamfer all lens types Tint lenses Final check completed spectacles Perform Manual Rimless Fitting	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Traying Up Verify lenses Trace frames Blocking of lenses De-blocking of lenses Operate edging machines Forma/Template making Hand edging of lenses Operate CNC Opti-drill Assemble of Plastic, Metal, Nylon frames Chamfer all lens types Tint lenses Final check completed spectacles Perform Manual Rimless Fitting

	Optical Worker 1	Optical Worker 2	Optical Worker 3	Optical Worker 4	Program CNC Opti-Drill Running and report of late jobbing report Managing breakage Managing a team
or	Certificate I Optical	Certificate II Optical Mechanics	Certificate III Optical Mechanics		

COATINGS

Attachment B	Class 1 Base Optical Worker 1	Class 2 Base Optical Worker 2	Class 3 Base Optical Worker 3	Class 4 Base Optical Worker 4	Class 5 Team Leader
either	<p>Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Participate with team activities Clean and load lens baskets</p>	<p>Follow OH&S practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Material Selection and lens preparation taping Select tools Prepare & blocking of lenses Finishing/Polishing of lenses & de-blocking Cleaning of lenses (Crest Machine)</p>	<p>Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Material Selection and lens preparation taping Select tools Prepare & blocking of lenses Finishing/Polishing of lenses & de-blocking Calibration of all equipment Manual Generating of lenses Cleaning of lenses (Crest Machine)</p>	<p>Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Material Selection and lens preparation taping Select tools Prepare & blocking of lenses Finishing/Polishing of lenses & de-blocking Calibration of all equipment Manual Generating of lenses Running and report of late jobbing report</p>	<p>Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Co-operate with team members Participate with team activities Material Selection and lens preparation taping Select tools Prepare & blocking of lenses Finishing/Polishing of lenses & de-blocking Calibration of all equipment Manual Generating of lenses Log on and off Computer</p>

			Tool Cutting	Tool Cutting Final checking of optical lenses Cleaning of lenses (Crest Machine)	System Tool Cutting Final checking of optical lenses Running and report of late jobbing report Cleaning of lenses (Crest Machine) Managing breakage Managing a team
	Optical Worker 1	Optical Worker 2	Optical Worker 3	Optical Worker 4	
or		Certificate I Optical Mechanics	Certificate II Optical Mechanics	Certificate III Optical Mechanics	

TINTING

Attachment B	Class 1 Base Optical Worker 1	Class 2 Base Optical Worker 2	Class 3 Base Optical Worker 3	Class 4 Base Optical Worker 4	Class 5 Team Leader
either	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Follow S.O.P. within the workplace Preparation of lenses before tinting	Follow OH&S practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Preparation of Tint dyes & Baths Preparation of lenses before tinting Tinting of S.V. & PAL Lenses Full Tint	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Preparation of Tint dyes & Baths Preparation of lenses before tinting Tinting of S.V. & PAL Lenses Full Tint Tinting of S.V. & PAL Lenses Graduated tinting	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Preparation of Tint dyes & Baths Preparation of lenses before tinting Tinting of S.V. & PAL Lenses Full Tint Tinting of S.V. & PAL Lenses Graduated tinting	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Co-operate with team members Participate with team activities Preparation of Tint dyes & Baths Preparation of lenses before tinting Tinting of S.V. & PAL Lenses Full Tint Tinting of S.V. & PAL Lenses Graduated tinting Specialized Tinting of

	Optical Worker 1	Optical Worker 2	Optical Worker 3	Optical Worker 4	Specialized Tinting of edged lenses Ordering of tinting consumables Running and report of late jobbing report Managing breakage Managing a team
or		Certificate I Optical Mechanics	Certificate II Optical Mechanics	Certificate III Optical Mechanics	

QUALITY CONTROL

Attachment C	Class 1 Base Optical Worker 1	Class 2 Base Optical Worker 2	Class 3 Base Optical Worker 3	Class 4 Base Optical Worker 4	Class 5 Team Leader
either	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Follow S.O.P. within the workplace Stamping of all lenses	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Quality Cosmetic check of all lens types Stamping of all lenses Packaging of HMC lenses	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Quality Cosmetic check of all lens types Stamping of all lenses Final check of Rx & Coated lenses Final check of Fitted jobs Packing of Rx/Coated/ Fitted Lenses	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Quality Cosmetic check of all lens types Stamping of all lenses Final check of Rx & Coated lenses Final check of Fitted jobs Packing of Rx/Coated/ Fitted Lenses Credit Analysis and allocation	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Quality Cosmetic check of all lens types Stamping of all lenses Final check of Rx & Coated lenses Final check of Fitted jobs Packing of Rx/Coated/ Fitted Lenses Credit Analysis and allocation

	Optical Worker 1	Optical Worker 2	Optical Worker 3	Optical Worker 4	Calibration of Lens analyser and stamping machines Managing breakage Managing a team
or		Certificate I Optical Mechanics	Certificate II Optical Mechanics	Certificate III Optical Mechanics	

WAREHOUSE

	Class 1 Base Optical Worker 1	Class 2 Base Optical Worker 2	Class 3 Base Optical Worker 3	Class 4 Base Optical Worker 4	Class 5 Team Leader
either	<p>Follow OHS practice in workplace</p> <p>Maintain safe working environment</p> <p>Follow emergency procedure</p> <p>Follow S.O.P. within the workplace</p> <p>Picking of Semi - finished blanks</p>	<p>Follow OHS practice in workplace</p> <p>Maintain safe working environment</p> <p>Follow emergency procedure</p> <p>Keep people informed</p> <p>Co-operate with team members</p> <p>Participate with team activities</p> <p>Picking of Semi - finished blanks</p> <p>Checking orders via scanning equipment</p> <p>Placing incoming Semi finished blanks and S.V.</p> <p>Stock lenses on shelves</p> <p>Picking stock lenses</p>	<p>Follow OHS practice in workplace</p> <p>Maintain safe working environment</p> <p>Follow emergency procedure</p> <p>Keep people informed</p> <p>Co-operate with team members</p> <p>Participate with team activities</p> <p>Picking of Semi - finished blanks</p> <p>Checking orders via scanning equipment</p> <p>Placing incoming Semi finished blanks and S.V.</p> <p>Stock lenses on shelves</p> <p>Picking stock lenses</p> <p>Sorting incoming freight</p> <p>Maintaining back orders</p> <p>Rejection of faulty lenses returned to warehouse</p>	<p>Follow OHS practice in workplace</p> <p>Maintain safe working environment</p> <p>Follow emergency procedure</p> <p>Keep people informed</p> <p>Co-operate with team members</p> <p>Participate with team activities</p> <p>Picking of Semi - finished blanks</p> <p>Checking orders via scanning equipment</p> <p>Placing incoming Semi finished blanks and S.V.</p> <p>Stock lenses on shelves</p> <p>Picking stock lenses</p> <p>Sorting incoming freight</p> <p>Maintaining back orders</p> <p>Rejection of faulty lenses returned to warehouse</p>	<p>Follow OHS practice in workplace</p> <p>Maintain safe working environment</p> <p>Follow emergency procedure</p> <p>Keep people informed</p> <p>Co-operate with team members</p> <p>Participate with team activities</p> <p>Picking of Semi - finished blanks</p> <p>Checking orders via scanning equipment</p> <p>Placing incoming Semi finished blanks and S.V.</p> <p>Stock lenses on shelves</p> <p>Picking stock lenses</p> <p>Sorting incoming freight</p> <p>Maintaining back orders</p> <p>Rejection of faulty lenses returned to warehouse</p>

			Maintain regular stock takes	Maintain regular stock takes Ordering and placing extended orders for SF & S.V. stock lenses Placing weekly lens order with external suppliers Telephone orders/enquires to external suppliers Cross checking invoices with incoming weekly order Running and report of late jobbing report	Ordering and placing extended orders for SF & S.V. stock lenses Maintain regular stock takes Placing weekly lens order with external suppliers Telephone orders / enquires to external suppliers Cross checking invoices with incoming weekly order Processing paperwork for overseas clients Maintain max - min stock levels on SF & S.V. Managing team Running and report of late jobbing report
	Optical Worker 1	Optical Worker 2	Optical Worker 3	Optical Worker 4	
or		Certificate I Optical Mechanics	Certificate II Optical Mechanics	Certificate III Optical Mechanics	

DESPATCH

	Class 1 Base Optical Worker 1	Class 2 Base Optical Worker 2	Class 3 Base Optical Worker 3	Class 4 Base Optical Worker 4	Class 5 Team Leader
	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Follow S.O.P. within the workplace Despatching of lens orders	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Despatching of lens orders	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Despatching of lens orders	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Despatching of lens orders	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities Despatching of lens orders

either		Check orders via scanning equipment Assists in packing before despatch pick up Running daily invoices runs	Check orders via scanning equipment Assists in packing before despatch pick up Running daily invoices runs Maintains consumables for despatch area Processes paperwork for over seas clients orders Sorts and organizes freight for pick up Handles telephone orders/ enquires	Check orders via scanning equipment Assists in packing before despatch pick up Running daily invoices runs Maintains consumables for despatch area Processes paperwork for overseas clients orders Sorts and organizes freight for pick up Handles telephone orders/ enquires Manages and receives incoming deliveries	Check orders via scanning equipment Assists in packing before despatch pick up Running daily invoices runs Maintains consumables for despatch area Processes paperwork for overseas clients orders Sorts and organizes freight for pick up Handles telephone orders/ enquires Manages and receives incoming deliveries Organizes and Manages team Managing a team
	Optical Worker 1	Optical Worker 2	Optical Worker 3	Optical Worker 4	
or		Certificate I Optical Mechanics	Certificate II Optical Mechanics	Certificate III Optical Mechanics	

CUSTOMER SERVICES

Attachment C	Class 1	Class 2	Class 3	Class 4	Class 5 Team Leader
	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Follow S.O.P. within the workplace Establish & maintain rapport with customers Identify customer needs and	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities	Follow OHS practice in workplace Maintain safe working environment Follow emergency procedure Keep people informed Co-operate with team members Participate with team activities

either	<p>requirements Respond to customer call & concerns</p>	<p>Establish & maintain rapport with customers Identify customer needs and requirements Respond to customer call & concerns Advise customers when delays may or have occurred Follow up with customers Frame order entry and allocation on day in day out Frame dismantle and scanning</p>	<p>Establish & maintain rapport with customers Identify customer needs and requirements Respond to customer call & concerns Advise customers when delays may or have occurred Follow up with customers Handle customer complaints Frame order entry and allocation on day in day out Frame dismantle and scanning Participate in day to day administrative tasks Provide alternative/ substitute product with direction Running and report of late jobbing report</p>	<p>Establish & maintain rapport with customers Identify customer needs and requirements Respond to customer call & concerns Advise customers when delays may or have occurred Follow up with customers Handle customer complaints Frame order entry and allocation on day in day out Frame dismantle and scanning Participate in day to day administrative tasks Provide alternative/ substitute product with direction Adjust/recalculate optical calculations as required Running and report of late jobbing report</p>	<p>Establish & maintain rapport with customers Identify customer needs and requirements Respond to customer call & concerns Advise customers when delays may or have occurred Follow up with customers Handle customer complaints Frame order entry and allocation on day in day out Frame dismantle and scanning Participate in day to day administrative tasks Provide alternative/ substitute product with direction Adjust/recalculate optical calculations as required Ability to perform all customer services tasks Supervision/co-ordination of day to day functions in the Customer services department Managing a team Running and report of late jobbing report</p>
or					