



**DON'T
FORGET!
NOVEMBER
7TH, 2010**

**WE "FALL BACK" AT 2
A.M. ON THE FIRST
SUNDAY IN
NOVEMBER BY
SETTING OUR CLOCK
BACK ONE HOUR.**

Winter Dress Code will also take effect when the time changes. Those of you wearing the light blue shirts need to wear a tie or a navy blue turtle neck. If you have questions please call the main office.



**SAFETY
STATS**
**NUMBER OF
RECORDABLE
FREE DAYS:
279**
**"SAFETY
FIRST"
IS
"SAFETY
ALWAYS"**



Information, Updates, & Recognition

BEING FIT FOR DUTY MEANS YOUR PUTTING SAFETY FIRST!

Trans-West wants and needs EVERY employee to work safely and in a safe environment so we can ensure every employee gets home to his or her family in the condition they arrived at work! Trans-West has safe policies, procedures, training, accountability measures, supervision and support built into the Company's operations. **However YOU are the final & most important piece of this equation! We need every employee fit for duty every day when they arrive at work! This means being alert, rested and with a clear mind ready to use their best judgment and err on the side of caution.**

It is Trans-West's expectation that everyone arrives fit for duty and works safely while on duty. Your actions cannot only bring harm to you, but others as well. We all have busy lives and there may be an occasion where an employee unexpectedly finds himself or herself tired or not equipped to work safely. If you ever find yourself in a situation at work where you know your performance and your ability to work safely is impaired in ANYWAY, contact the TRANS-WEST dispatch team and a supervisor will respond to conduct an important SAFETY SESSION with you.

What's a SAFETY SESSION?

A safety session is 1:1 meetings with TW's Supervision to help you problem solve and resolve whatever issues that you have identified that may be impairing your ability to work or drive safely. This has been established because we NEVER want an employee pushing through a task when they know they don't have the right equipment, or continuing to drive when they know they are drowsy, or lifting something when they know it should require a piece of equipment or assistance from another person! This will be documented under TW SUPERVISION in Silvertrac as an issue called SAFETY SESSION. Each employee will have the opportunity to observe the documentation that the Supervisor enters into Silvertrac under this issue. Trans-West wants every employee to be able to acknowledge when their ability to work or drive safely is compromised for whatever reason, and ask for help! When you have requested a SAFETY SESSION, this tells Trans-West you have made a SMART CHOICE in requesting assistance from the Supervisor.

When to use a SAFETY SESSION?

We need every TW employee to understand that SAFETY is more important than attempting to push through a task or job because you fear the repercussions of not completing your duty. Utilizing the SAFETY SESSION is the smart choice!

Yes, we accountability measures in place to ensure every employee is doing their job and doing it professionally. Yes, we have GPS tracking and real-time reporting that gives us a detailed glimpse at your speeds, location and activity. Yes, we have supervisors that conduct random and frequent post inspections to both confirm our commitments to our clients and support the employees during this time. As you have seen, TW supervisors are not just there for compliance purposes, they are also there to help each employee understand their job and grow as an employee by reviewing the work environment, review job duties, discuss safety considerations and equipment, etc. **Employees will not be judged or disciplined for requesting a SAFETY SESSION! This simply identifies that an employee has acknowledged that there is something impairing him or her from working or driving safely and the TW Supervisor will assist you in overcoming the issue(s).** This may include a ride-along, moving from vehicle to foot patrol, changing up your duty, waiting to complete a task until you have the right equipment of support, working in another area, etc.

When NOT to use a SAFETY SESSION?

As stated above, Trans-West expects every employee to take his or her job very seriously and come prepared to work fit for duty. The SAFETY SESSION is put in place for the rare occasions that an employee finds himself or herself in a position or state of mind when they cannot work or drive safely. If employees are following Trans-West's code of conduct and respecting Trans-West's expectations for fitness for duty, an employee should not have to use this issue on a routine basis. However, if there is ever issues relating to the work environment, equipment, your condition or state of mind that compromises safe operations or driving CALL AND REQUEST A SAFETY SESSION!

If you have any questions about the SAFETY SESSION, please ask any Dispatch, Supervision or Operations team member! Thank you for working safely!

HAPPY ANNIVERSARY

OCTOBER BIRTHDAYS:

Kenneth Clifford
Nitin Sharma
Yvonda Thompson
Anthony Suarez
Noah Ramirez
Ralph Angeles
Garry Price
Alejandro Guzman
Miguel Mendez
Ralph Brookshire
Alex Castaneda
Francisco Cota
Bradley Antonioni
Ramona Arizaga
Felicitas Andrade
Luke Atmiller
John Gregory
Steven Irwin
Frank Behill
Ezequiel Rodriguez
Travis Baston
Clifford Noel
Javier Campos
Raymond Dominguez
Denise Castro
David Wheeler
Jose Maldonado
Scott Davis



Trans-West Security Employee of the Month for October is:

Monte Gamboa

Monte has been employed with Trans-West Security since December 2008. Officer Gamboa continues to do an outstanding job in the leadership role that he has recently been promoted in. He serves as the Shift Post Supervisor for Trans-West Aera Belridge account. He continues to demonstrate high standards and performance and efficiently monitors Silvertrac. Thank you Monte for being such an **extraordinary** team player and for always working safely.



Trans-West Services Employee of the Month for October is:

Denise Castro

Denise has been employed with Trans-West Services since March of 2008. She is being recognized for the strides of improvement in her work ethic. Denise has an incredible attention to detail when working at her account, **exceeding** the expectations of the clients request. We would like to recognize and thank **YOU** Denise for continuing to work hard, giving over 100% and make every place a cleaner and happier place to work in! We would also like to wish you a very **Happy Birthday!**

1 Year

Harit Banner
Ryan Dicks
Cory Gonzales
Jose Lopez
Daniel Navarrette
Jacob Bryant
Sanya Macaulay
Jonathan Wharton
Jose Worthington

2 Years

Luis De La Torre
Shannon Todd
Issac Hernandez
Maria Sorboga
Stephanie Callahan

3 Years

Jacob Wells
Scott Lemmons
Richard Waters

4 Years

Robert Robinson

7 Years

Daniel Garcia

9 Years

Robert Stewart
Bernard Chatez

10 Years

Roger Oxford
Robert Saunders

WELCOME ABOARD!

Bradley Rowland	Jose Heredia
Nitin Sharma	Kyle Briggs
Mykol Gibby	Nicholas Genery
Hector Nunez	Pedro Panzaja
Darrell Sutherland	Terrí Eveland
Teala Herbert	John Greasham
Sergio Cabral	Sean Vanstickel
Nichole Pritzman	Craig Cook Jr
Richard Aragon	Sean Flowers