



September 4, 2006

Denver office closed Sept. 4

The Denver office will be closed Mon., Sept. 4, in observance of the Labor Day holiday. If you have an emergency and need to reach anyone in Denver, please refer to the [pager and cell phone numbers list](#) on OMIZone.



The latest on the logo

We're officially CH2M HILL OMI. For all of the latest information and answers to your questions, please refer to the packet from Marketing & Communications Manager Susan Mays that she e-mailed to All OMI Users Fri., Sept. 1. We're also distributing hard-copy packets via project mail, which you'll receive next week. And you can find the latest information on [OMIZone's brand page](#).

Start spreading the news

Included in the packet that Susan e-mailed is a letter you can share with your client. Please hand-deliver it to your clients so you can take the opportunity to talk with them. Familiarize yourself with the key messages in the packet:

- We've adopted our parent company's name as part of an enterprise-wide brand strategy. Our new name reflects the spirit of collaboration across the CH2M HILL family.
- Our legal name remains Operations Management International (or OMI Canada). This is a logo/name change does not affect the legal status of our company.
- Our new name emphasizes the broad engineering, construction and operations capabilities we are able to offer our clients as part of CH2M HILL.

What's your sign?

To order new signs for your project, use Communication Industries, the

preferred vendor for all CH2M HILL enterprise signage. CI is familiar with our corporate standards for logo signage, so please contact them directly at 303/278-1405. Check out the FAQs for more specific information.

Need some new duds?

Check out the latest and greatest CH2M HILL OMI merchandise being added to [The Merchandise Mart @ OMI](#). By the end of September you'll be able to order everything from pens and lanyards to hard hats and truck signs.

Here's my card

You don't have to replace your business cards right away if you're still working through a box. To order new business cards, fill out the new [Business Card Order Form](#) on OMIZone and send it to [Amanda Abata](#) in Denver. This form has been revised since the last [Our Business](#) update, so please download and use the new form. To order letterhead, labels, and envelopes, fill out the [Stationery Order Form](#) and send it to [Korene Baldi](#) in Denver. You should plan to switch everything out within a year.



Injury Management/Return to Work program delayed until Sept. 11

In last week's *Denver Connection*, we told you about the new Injury Management/Return to Work program, a streamlined process to help associates who have been injured on the job return to productive and safe employment as soon as is medically appropriate. The program will now start **Sept. 11**. We sent materials out to projects last week with a Sept. 8 start date; please disregard that date. [Read more details here](#), and access the [PowerPoint presentation](#).



Olympics reminder

We have significant restrictions as to how we communicate CH2M HILL's involvement with the London Olympics project. We are not allowed to use the words "Olympics" or "London 2012" in any external communications without explicit prior permission. Please coordinate any requests for use of the Olympic words or symbols in any CH2M HILL OMI proposals, SOQs or other client documents through [Brent Temmer](#).

P-Card corner

Links to P-Card forms and applications are once again working on OMIZone. For highlights of policies and procedures related to the P-Card, please check out the new [P-Card highlights page](#) on OMIZone. The page includes tips on how to submit monthly reports as well as the policies regarding personal charges on the P-Card. As always, if you have any questions or need assistance with your credit card please contact [Cindy Sabad](#) at 720/286-4242.



The P-Card Code: Repair parts

When completing your P-Card reconciliation or expense corrections, please remember the expenditure type "Repair Parts" can only be applied to a Repairs project number (example: 0110 and 0216). Please use another expenditure type if you are trying to charge to your normal project numbers.

If you do not have a Repairs project number set up, please contact Accounts Payable to set up an exception. Also, please be sure to double check your task number to ensure it is accurate so your expenses are entered into the system correctly. If you are not aware of your project number or task number, please contact your Regional Business Analyst (RBA).

September H&S toolkit available on OMIZone

The September Health & Safety toolkits were mailed to projects last week, and now an [electronic version](#) is available on OMIZone. September's focus is on security, so look for tailgates on defensive driving, driving in inclement weather, proper seat belt use and more.

September/October schedule for internal, online courses

Through Learning and Organization Development's [Learning Link Live](#), employees can register for several Web-based workshops, including topics on time management, delegation and listening.

Go to the Virtual Office [Learning and Organization Development site](#) to view a calendar of scheduled workshops. Click on any workshop title for more information and to register. Please contact [Patricia Miller](#) (720/286-3137) to complete the registration process. After completing a course, contact [Patricia](#) to receive credit for training hours. You must also log the training hours in the PFOM tool.



Share your news

Be sure to share news about your project with the rest of CH2M HILL OMI. Send articles, story ideas and photos to [Carolyn Brinkers](#) in Denver. Mail, e-mail and fax submissions are welcome. Space is limited, and articles will be edited for length and style. Submit your stories by **Mon., Sept. 11**, to be featured in the October issue! Check out the [company-wide calendar](#) each month for a reminder.

Safety tip of the week

Be alert for unauthorized people in the workplace. Always wear your badge. Never lend your identification, key or password to anyone else—even another employee. Never hold the door and allow entry to anyone not wearing proper identification. Make sure security doors are kept locked at all times.

Staying on course with Everyday Excellence

Innovation takes creativity, so we need to turn on our right brain. Do you remember the difference between our left and right brains? Our left brain is our logical, rational, facts side. Our right brain is our intuitive, flexible, spontaneous side. Our day-to-day work mostly uses our left brain; however, we will find more innovative, creative ideas when we work together by starting meetings with a “brainercize.” (Interestingly, medical research also shows that brain exercise, like reading and writing or doing crossword puzzles, reduces the likelihood and severity of diseases such as Alzheimer’s.) Wrap your brain around this challenge: how many ways are there to remove the cream inside of a Hostess Twinkie?



If you're having problems viewing *Denver Connection* or have story ideas or suggestions to help make *Denver Connection* better, please contact [Matt Anderson](#).

Get in the Zone!

For all the latest CH2M HILL OMI news and information, visit [OMIZone](#).