



select
RECRUITMENT

JUNE 2018

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It is with great sadness that Karen Bardwell, Managing Director of Select Recruitment passed away un-expectantly on December 26th 2017.

Karen's leadership of Select since taking ownership in 1997 has guided it to be a market leader with a long standing history of employment and HR solutions throughout the South Island and beyond.

Her loss has been a massive shock and will be felt by not only by her family, Select, her clients and candidates but the wider Dunedin business community. Karen was a

current board member of the Otago Chamber of Commerce and was heavily involved in the community having held various board positions and sponsorships with the Otago Medical Research Foundation plus a number of other foundations.

The support shown to the business and the staff over the past 6 months has been humbling and a testament to how Karen was viewed by anyone that met her.



*Select Team at The Otago Medical Research Foundation Ball
Select are a major sponsor of the Foundation*

WELCOME TO THE TEAM



Matt Sutherland

Industrial Recruitment Coordinator

With a work history in Compliance, Health and Safety and Human Resources, Matt brings a valued and wide variety of skills to the Industrial team. Matt has a Bachelor of Science Degree in

Economics and Statistics, Diploma of Human Resources Management and is currently completing a Graduate Diploma in Occupational Health and Safety Management.



Sophie Dempster

Commercial Recruitment Coordinator

With a background in HR and strong analytical skills, Sophie is highly motivated and demonstrates great enthusiasm and dedication in her work.

Sophie is motivated by being able to positively influence and assist people in reaching their potential. She is a Marketing Management and HR student at the Otago University.

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TEMP OF THE QUARTER

Congratulations to Mike Cooke who has been nominated our temp of the quarter. Mike is always in high demand amongst various different companies and is often requested back by multiple clients! Feedback from Mike's work placements is that he gets on well with all workmates, is a safe diligent member of staff and gets stuck in to get the job completed. Thank you for being part of the Select team Mike!

**YOUR NEXT OPPORTUNITY
MIGHT BE HERE!**
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DEALING WITH SPRAINS & STRAINS

Anyone can get injured, whether by playing sport, or doing normal daily activities at home or at work. Injuries usually involve soft tissue-muscles, tendons and/or ligaments. All soft tissue injuries need immediate attention and treatment to prevent further damage. Injuries need time to allow full recovery before you can return to normal activity, or play sports. Sprains and strains usually fall into two groups; overuse and sudden injury.

Treatment- The first 48 hours are vital in the management of any soft tissue injury. Healing time for most soft tissue injuries, particularly sudden injuries involving swelling, pain and bleeding (bruising), can be shortened by carrying out the RICE treatment immediately. This process can significantly help with pain relief.

REST: Prevent further damage

ICE: Reduces inflammation, pain and muscle spasm

COMPRESSION: Reduces bleeding and swelling. Compression is the most important treatment in the first 48 hours.

ELEVATION: Raise the injured limb to help reduce swelling by limiting bleeding to the injury site.



IMPORTANT REMINDERS TO ALL TEMPS

- To ensure you are paid on time you must have an accurate & signed (by your supervisor) time-sheet to Select by **9.00am each Monday**.
- Ring immediately or at least 1 hour before you are due to start work if you can't attend work because you are sick (**a text message is not acceptable**).
- Make sure you wear all safety gear (PPE) AT ALL TIMES. Regularly check the condition of your PPE gear and equipment eg: the soles of your steel capped boots.
- Report all accidents/incidents immediately by ringing Select on **(03) 477 0873**.
- Follow all Health and Safety procedures on site.
- Ask your supervisor if you have any safety concerns and report any hazard immediately to help prevent accidents.

USEFUL LINKS

business.govt.nz/worksafe Keep up to date with the New Regulations regarding the Health and Safety at Work Act.

habitatwork.co.nz An educational tool promoting self-help and problem solving for preventing and managing discomfort, pain and injury

health.govt.nz Call Healthline on 0800 611 116 for free advice from trained registered nurses.

acc.co.nz Find useful information on injury management (return to work/rehabilitation) processes.

SAFETY - EVERYONE IS RESPONSIBLE

- Get a first day on- the- job induction
- You must report all work accident/incidents to Select immediately
- Wear all PPE - AT ALL TIMES
- Ask you supervisor if you have any concerns
- Report any hazard immediately to your site supervisor and Select to prevent accidents

BE SAFE, STAY SAFE, GO HOME SAFE



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