



select
RECRUITMENT

Volume 10, November 2016

With Labour Day gone we are well and truly on the countdown to Christmas, in fact there are only 51 days until Christmas Day and as I walked down the main street a few days ago; I could see many retailers putting up their Christmas decorations. So it seems there is certainly no escaping it from here until the 25th of December.

Christmas is a great time of the year to spend with family and friends and if you're lucky enough you may even get a few days off work; or longer but Christmas can also be a stressful time for many people and families as they cope with the different pressures Christmas can bring such as financial, family and time pressures.

It's important to ensure that you take time out to relax, step back and manage your stress at Christmas and therefore cope better with what this time of year has to throw at you. There are a number of New Zealand sites you can go to for practical ideas on how to survive the silly season, so I certainly suggest you look into these.

Best of luck with planning that Christmas shopping if you like to get that out of the way nice and early and I look forward to touching base with you for the final time in 2016 in our December newsletter.

Karen Bardwell – Managing Director



TEMP OF THE QUARTER

Congratulations to Geri Hurring, who is the Select Recruitment Temp of the Quarter. Geri is a very hard worker and has received fantastic feedback from each assignment. Geri is a recent addition to the Select temping team and is doing a wonderful job, she strives to go above and beyond expectations. Congratulations again Geri, we look forward to the contributions you will bring in the future.

IMPORTANT REMINDERS TO ALL TEMPS

- To ensure you are paid on time you must have an accurate & signed (by your site 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.
- Make sure you wear all safety gear (PPE).
- Report all incidents immediately by ringing **Dunedin** (03) 477 0873 or **Christchurch** (03) 374 4398.

**YOUR NEXT OPPORTUNITY
MIGHT BE HERE!**
select.co.nz/Job-Board
facebook.com/selectrecruitment





DIY SEASON HAS ARRIVED

Here are some helpful safety tips from ACC to ensure you stay as safe as possible while completing those home based projects.

- Check the area you're working in is clear of clutter and hazards, including unstable or slippery surfaces.
- When using power tools, always keep the safety guards in place and make sure you wear closed shoes, preferably non-slip boots.
- If you're building a deck, grooved timber or added sand to your deck paint provides grip.
- Beware of dust, fumes, gases and smoke. Make sure your

work area is well-ventilated and wear the right sort of respiratory protection.

- Working with tools – wear protective safety equipment such as goggles, ear protectors and boots. If hiring gear, make sure it is correct for you.

LADDER SAFETY

- Check your ladder before using it. Never use a ladder with missing, broken or loose parts.
- When setting up a ladder, make sure it is on a firm, even surface

and that the base of the ladder is secured.

- Always keep three points of contact when climbing a ladder (for example, two feet and a hand) and never over-reach sideways.
- Ladders are not designed as working platforms. For big jobs such as painting walls, consider using scaffolding or hire a professional.

For more fantastic safety tips visit
<http://www.acc.co.nz/preventing-injuries/at-home/>

SAFETY – EVERYONE IS RESPONSIBLE

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

Be Safe, Stay Safe, Go Home Safe

WELL DONE SELECT!

**ACCIDENT/
INCIDENT
BOARD**

- CHRISTCHURCH: 0
- DUNEDIN: 0

Stretch for Industrial CHEST

- Interlink hands behind back
- Draw shoulder blades down and back
- Lift hands from the body to feel the stretch at the front of the chest.



For further tips visit worksmarttips.co.nz

HAVE YOU CHECKED YOUR PPE (SAFETY GEAR) RECENTLY?

It is important to regularly check the condition of your PPE gear and equipment eg: the soles of your steel capped boots. If you are ever unsure when items need replacing then don't hesitate to contact Select for advice.



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