

Spring has arrived!

select
RECRUITMENT

Volume 8, September 2016

Welcome to Spring everybody, it is the first day and we can see that the mornings and nights are getting a lot lighter; I am certainly looking forward to Day Light Savings which starts on Sunday, 25th September so don't forget to put those clocks back an hour on the Saturday night before you head to bed, we might just even put a reminder on our Facebook page closer to the time.

Speaking of Facebook; have you liked our page yet? We have a number of exciting posts as well as a few competitions coming up so head to our page at facebook.com/selectrecruitment and "like" to be in to win.

With the weather improving we are starting to gear up for a very busy time for the business and because of this we are continually on the look out for candidates to register with Select and then we can look at opportunities. Remember we have a number of temporary assignments and this can be in the industrial or commercial side of the business. If you have any friends or family wanting a change or looking for temporary work then get them to head to our job board at select.co.nz/Job-Board or get them to pop in to register and remember we are located on **Level 2, 330 Moray Place** which is opposite the entrance to Countdown.

Karen Bardwell - Managing Director

MEET THE TEAM!

GEMMA MULDREW Recruitment Coordinator

Before joining Select's Industrial division, Gemma worked in regional retail management. As an Area Manager for an Australasian Retail chain, she gained an understanding of business drivers, operations, HR and staff management. Gemma works closely with clients and candidates to match the right person to the right job, and is dedicated to putting hard working and skilled candidates into great roles. If you are seeking short term and temporary work in the industrial sector, or wish to hire staff for your industrial business, Gemma will be happy to help.



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LIKE US ON FACEBOOK FOR COMPETITIONS

www.facebook.com/selectrecruitment

HEALTH AND SAFETY - ALLERGIC RHINITIS (HAY FEVER)

As much as we are all thrilled Spring has arrived - for some it marks the beginning of sneezing season. Here are some handy hints from www.allergy.org.nz to help you identify and manage hay fever triggers:

Pets: Make sure you keep it outside and never let it in the bedroom. It is never easy trying to decide on a new home for a pet, but in some cases this might be the best option. Even after you have removed your pet from your home, the allergens remain in furnishings for long periods afterwards and can cause symptoms. You will need to thoroughly clean your walls, floors and carpets to remove the allergen.

Dust mites: House dust mite reduction measures include mite-proof covers for the mattress, duvet and pillows. Removing items that collect dust from the bedroom will help. A good quality vacuum cleaner with HEPA filter for the exhaust air is essential to ensure that allergen is not disseminated in the atmosphere. Bedding should be washed frequently in water hotter than 55°C. If you have soft toys, freeze them overnight and air in the sun.

Pollen: It is difficult to avoid pollen, however you can avoid going outside when pollen counts are high. The amount of pollen in the air is highest: • In the morning • Outside • On windy days • After a thunderstorm

REMINDER: 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.



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

ACCIDENT/ INCIDENT BOARD

- CHRISTCHURCH: 1
- DUNEDIN: 3

Stretch for Industrial Hamstring

- Stand with one heel on a stable surface, knees slightly bent
- Bend forwards gently
- Keep head up and bottom out/back.



For further tips visit worksmarttips.co.nz

IMPORTANT REMINDERS TO ALL SELECT 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**.

DUNEDIN

Level 2
330 Moray Place
PO Box 418,
Dunedin

Phone: 03 477 0873
Fax: 03 477 5672
Email: info@select.co.nz

CHRISTCHURCH

Unit 3A
242 Ferry Road
PO Box 10-057
Christchurch

Phone: 03 374 4398
Fax: 03 374 3404
Email: info@select.co.nz



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