



It's hard to believe that we are at the end of April already and also the school holidays and that next week we will actually be in May. Although the weather might be getting a tad on the cooler side there is still a bit of sunshine hours left to make it home without it being completely dark in the evenings (but maybe not for too much longer).

With the launch of our new and improved website; don't forget to keep an eye on out on the job board as we are posting opportunities every day. Our website is also multi-platform friendly and able to be viewed on any device. Why not check it out at <http://www.select.co.nz/Job-Board> there might just be the perfect job for you or someone you know.

Have a fantastic May.

Karen Bardwell - Director

Meet the team!



Tracey Walter **Payroll & Accounts Manager, Dunedin**

Tracey commenced her position of Payroll and Accounts Administrator in January 2013, bringing with her a wealth of knowledge and experience in accounts administration. She has spent the last 10 years working in this field along with raising and caring for her children. She has a professional and focused outlook and enjoys the fast paced nature of our business.



Kerry Gulliver **Personal Assistant & Administration**

Kerry joined the Select team in 2013. She has extensive experience as a Personal Assistant and a strong admin and customer service background. Kerry brings a practical 'can do' mind set to the team and is always looking to improve efficiencies and offer assistance wherever possible. Kerry is professional and discreet, and as Karen's Personal Assistant she will often be your first point of call.

Temp of the quarter



Alex Frood was elected the temp of the quarter this round. We have been impressed with Alex's health and safety awareness and that he was confident enough to raise issues to Select when he felt things weren't safe on a worksite that he was on. Alex is a reliable, consistent member of the Select temping pool, all feedback from clients has been positive in regards to his work ethics. Thank you for your dedication and hard work Alex!

COMPETITION TIME!

Don't forget about Mothers Day on Sunday, 2nd May and we have a great chance for you to win a fantastic package from Beaute Skin Bar & Beauty Therapy Clinic and Simply Flowers. Simply **LIKE** the Select Facebook page (www.facebook.com/selectrecruitment) and **tag** someone who would want to win the prize and then you and the person you tagged are in the draw to win. Now Mum would really appreciate that.

Beauté®
Salon & Spa Group

Simply flowers
By Donna

Health and Safety - Fatigue

Worker fatigue can lead to safety incidents. Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively. It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock. Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time. Why is fatigue a problem? Fatigue can adversely affect safety at the workplace. Fatigue reduces alertness which may lead to errors and an increase in incidents and injuries, particularly when:

- operating fixed or mobile plant, including driving vehicles
- undertaking critical tasks that require a high level of concentration
- undertaking night or shift work when a person would ordinarily be sleeping.

The effects of fatigue can be short or long term. Check out some helpful tips on how to help prevent fatigue.

If you feel you are suffering from fatigue – please contact us on 477 0873

MARCH 2016
ACCIDENT / INCIDENT BOARD

CHRISTCHURCH - 0
DUNEDIN - 1

**WAY TO GO
CHRISTCHURCH!**

Fatigue tips

- Drink plenty of water
- Be careful with/limit caffeine
- Eat breakfast
- Don't skip meals
- Eat a healthy diet
- Learn how to relax
- Don't overeat
- Eat iron rich foods
- Increase physical activity
- Move more, sit less
- Get enough sleep



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 within 24 hours
- Wear All PPE – AT ALL TIMES
- Ask your supervisor if you have any safety concerns
- Report any hazard immediately to your boss. Help prevent accidents
- Be Safe, Stay Safe, Go Home Safe

Useful sites

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.

IMPORTANT REMINDERS

- Timesheets – all timesheets to be in by Monday 9am, it must be signed off by your Supervisor or Manager
- If you are sick, running late or can't make it to work, you must call us on Dunedin 03 477 0873 or Christchurch 03 3744398. We are available 24/7.
- Have you had your PPE checked? Is it current and work safe? Unsure....bring it into Select and we will check over it for you.
- Timesheets – Please ensure your timesheets are filled in correctly, neatly and signed off by your supervisor.

**Like us and keep up to date on Facebook at
facebook.com/selectrecruitment**



Dunedin

Level 2
330 Moray Place
PO Box 418
Dunedin

Phone: +64 3 477 0873
Fax: +64 3 477 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

JOB BOARD

SELECT Job Board
Keep up to date with
our current vacancies
select.co.nz

