

Seasons Greetings

select
RECRUITMENT

Volume 11, December 2016

It's December; and I know that's hard to believe but it is certainly true! I had a client ask the other day where the year had gone and I had to agree as 2016 seems to of come and gone in the blink of an eye.

You only need to walk down the main street to see that everyone has well and truly switched into Christmas mode and I even heard my first Christmas carol on the radio a few days ago! A few of my team also commented this week that they have already got up their Christmas trees and completed their Christmas shopping. I must admit that is slightly more organised than myself but I do enjoy the last minute buzz of the Christmas shopping experience.

We have seen a number of exciting changes within our business in 2016 and these have all been aligned to ensure that we maintain our position as the market leader and enable my team to deliver the best possible outcome to you; our clients and candidates. We have more exciting developments in 2017 so stay tuned for these business enhancements.

I want to thank-you for your support during 2016 and I wish you and your families a happy, merry, safe and prosperous Christmas and New Years.

Karen Bardwell - Managing Director



IMPORTANT NOTICE: TIMESHEETS

Please have your timesheets to Select by **5pm** on **Friday 23rd and Friday 30th of December** to ensure you are paid on time during the Christmas season. **If your timesheet is not received (and signed by your site supervisor) within these times you will not be paid until the following week.**

HAZARD OF THE MONTH: DUST/CHEMICAL EXPOSURE

The Importance of Fit

Respiratory protection is only effective if it is correctly selected, fitted and worn throughout the time when the wearer is exposed to respiratory contaminants. Disposable respirators are only effective when there is a good seal between the edges of the respirator and your face. The instant this seal is broken protection is compromised as contaminated air can leak in through any gaps.

See page 3 of this update for instructions on how to fit respiratory protection correctly.





Stay safe
this Summer



WHILE THERE IS PLENTY OF FUN TO BE HAD THIS SUMMER IT IS IMPORTANT TO KEEP SAFETY IN MIND

Familiarise yourself with The Water Safety Code from Water Safety New Zealand to keep you and those around you as safe as possible.

The Water Safety Code consists of four simple rules to remember each time you venture near the water. It serves as a great starting point for planning a safe aquatic adventure.

1. BE PREPARED

- Learn to swim and survive.
- Set rules for safe play in the water.
- Always use safe and correct equipment and know the weather and water conditions before you get in.

2. WATCH OUT FOR YOURSELF AND OTHERS

- Always pay close attention to children you are supervising when in or near water.
- Swim with others and in areas where lifeguards are present.

3. BE AWARE OF THE DANGERS

- Enter shallow and unknown water feet first and obey all safety signs and warning flags.
- DO NOT enter the water after drinking alcohol.

4. KNOW YOUR LIMITS

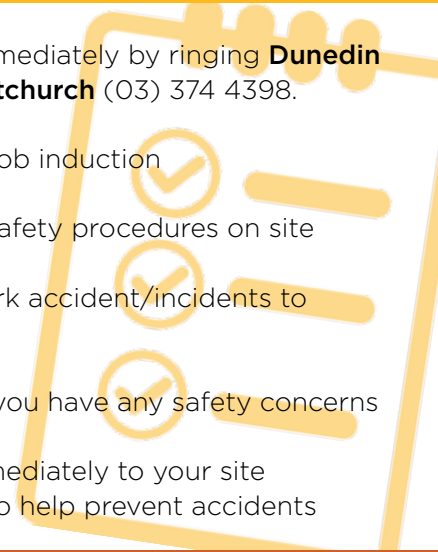
- Challenge yourself within your physical limits and experience.
- Learn safe ways of rescuing others without putting yourself in danger.

*In addition to the Water Safety Code, make sure you're familiar with the **Boating Safety Code** and the **Outdoor Safety Code**, available on the AdventureSmart website.
<http://www.adventuresmart.org.nz/>*

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. **They must be in by 5pm on Friday December 23rd & 30th due to the Christmas season.**
- 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) AT ALL TIMES. It is important to regularly check the condition of your PPE gear and equipment eg: the soles of your steel capped boots.

- Report all incidents immediately by ringing **Dunedin** (03) 477 0873 or **Christchurch** (03) 374 4398.
- 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
- Ask your supervisor if you have any safety concerns
- Report any hazard immediately to your site supervisor and Select to help prevent accidents



ACCIDENT/INCIDENTS • CHRISTCHURCH: 0 • DUNEDIN: 1

SELECT RECRUITMENT YOUR NEXT OPPORTUNITY MIGHT BE HERE

- 📍 Level 2, 330 Moray Place, PO Box 418, Dunedin select.co.nz
- ✉ info@select.co.nz 📞 Dunedin: 03 477 0873, Christchurch: 03 374 4398
- 📘 facebook.com/selectrecruitment



HAZARD OF THE MONTH CONTINUED: DUST/CHEMICAL EXPOSURE

3M Personal Safety Division



3M™ Cupped Respirators

The Importance of Fit

Respiratory protection is only effective if it is correctly selected, fitted and worn throughout the time when the wearer is exposed to respiratory contaminants. Disposable respirators are only effective when there is a good seal between the edges of the respirator and your face. The instant this seal is broken protection is compromised as contaminated air can leak in through any gaps.



These fitting instructions must be followed each time a 3M Cupped respirator is worn.



Be clean shaven. Do not wear with beards or other facial hair that prevent a good seal to the face.
Do tie back long hair and remove jewellery so that it does not interfere with the seal to the face.



1a. Pre-stretch entire length of each strap by pulling between two hands. (This requirement only applies to 3M 8710, 8210 and 8110S respirators.)



1b. Cup respirator in one hand, with fingertips positioned at nosepiece and straps hanging below the hand.



2. Place the respirator in one hand and against your face. Position the respirator under the chin with the nosepiece across the bridge of your nose.



3a. Pull the top strap resting it high over the crown of your head..



3b. Pull the bottom strap over your head then position it around your neck and below your ears. Straps must not be twisted.



4. Using both hands, mould nose clip to the shape of the nose bridge by pushing inwards while moving your fingertips down both sides of the nosepiece..

⚠ Pinching the nose clip using one hand may result in a less effective respirator performance. Use two hands.



Face Fit Check – every time before entering the hazardous area.

5. Cover front of the respirator with both hands taking care not to disturb its fit.

When using an unvalved respirator, **exhale** sharply. If the respirator bulges slightly and no air leaks are detected between the face and the respirator, a proper seal has been obtained. Then work may proceed.

When using a valved respirator, **inhale** sharply. The respirator should collapse slightly indicating a proper seal has been obtained. Then work may proceed.

Also follow “Warning about Face Fit Check” guideline below.



The respirator is correctly worn as shown here.

⚠ Warning about Face Fit Check

If air leaks around the nose, re-adjust the nose clip to eliminate leakage by repeating step 4. Repeat **Face Fit Check**.

If air leaks at the respirator edges, work the straps back along the sides of your head to eliminate leakage. Repeat **Face Fit Check**.

If you cannot achieve a proper fit, repeat steps 2-5.

If you cannot achieve a proper fit, DO NOT enter the hazardous area. Consult your supervisor.