

Welcome to 2019!

We trust you and your families had an enjoyable Christmas and New Year. Great to see consistently good weather over the break so I hope you had time to enjoy it over the summer.

The labour market continues to be very buoyant and as a result there are always new opportunities on the horizon. There is no better time to be looking for a new opportunity than in the first quarter of a new year as it often has the highest volumes of jobs posted for the year. So if you are looking for temporary or permanent work, please check out our job board at www.select.co.nz/Job-Board or call us on 03-477-0873 and the team will be happy to help in any way we can.

Darryn Wilkie, Business Manager

MEET THE TEAM

Darryn Wilkie Business Manager

Darryn has recently taken up the role of Business Manager at Select Recruitment. He looks forward to leading our highly successful team who are a market leader within the recruitment sector. Darryn is passionate about developing effective business strategies, supporting local businesses and Dunedin as a city. He is an experienced leader who places strong importance on clients and account management. In terms of established skills, Darryn applies a strategic and multifaceted approach to any challenge. This means that all support provided is well-rounded and solutions have long-standing, solid foundations.



TEMPORARY EMPLOYEE OF THE QUARTER

Congratulations to Chantelle Rope who is the Select Temporary Employee of the quarter this round. Chantelle is a reliable, consistent member of the Select temping pool. She isn't afraid of hard work and is happy to put her hand up for any assignment. We have been extremely impressed with Chantelle's health and safety awareness and both clients and members of the public have commented on her work ethic. Chantelle is consistently hand picked or requested on various jobs.



The Eagles are hitting Dunedin on the 2nd of March, bringing with them an actioned packed concert and old favourite John Farnham.

Join them at Forsyth Barr Stadium and take part in a performance that will be massive for the city!

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
- 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. Advise your supervisor or Consultant at Select if you have any safety concerns and report any hazard immediately to help prevent accidents.

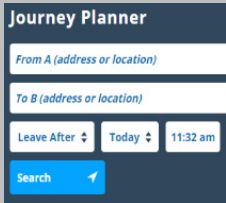
YOUR NEXT OPPORTUNITY
MIGHT BE HERE!
select.co.nz/Job-Board



DRIVING SAFELY

Safety Matters Campaign Topic

How to stay safe while driving



Plan your journey and allow enough time to get to your destination



Ensure your vehicle is in good working condition and appropriate for the job or work site being visited



Ensure you are not impaired by drugs, alcohol or medications that cause drowsiness



Consider using a spotter if you have poor visibility of your surroundings



Avoid fatigue by taking regular breaks and sharing the driving if possible



Obey road rules and drive to the road conditions

REPORTING INCIDENTS AND NEAR MISSES

Don't forget to report any incidents straight away to us... Even that twinge you might feel but are not sure where it's come from. Your safety is important to us!

WHAT IS AN INCIDENT?

Incidents include any situation where you or someone else is injured or could have been injured (near miss) at work, or where vehicle, plant and equipment are, or could have been, damaged such as:

- Straining your back from lifting heavy items.
- Tripping over items on the ground and rolling your ankle.
- Driving vehicles or mobile plant and impacting with objects in the vicinity.

Incidents also include Near Misses which is when an event could have (but did not) injured someone or damaged vehicle, plant and equipment such as:

- Dropping an object from height but not hitting anyone.
- Almost reversing into another vehicle while parking but slamming the brakes on and avoiding an impact.

WHAT HAPPENS WHEN YOU REPORT AN INCIDENT OR NEAR MISS?

- **We make sure you are ok** by getting in touch with you to ensure you receive the appropriate medical assessment such as first aid treatment or doctor's visit.
- **We investigate the incident** with you and the Client to prevent or reduce the likelihood of the incident from happening again.
- **We share learnings** with all employees working for us through Health and Safety Alerts and Newsletters.
- Give us a call on 03 477 0873 to report any incidents or near misses, don't wait until the next time we see you to do so! If you see someone else have an incident then encourage them to report it and if they don't please let us know.

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.

SELECT RECRUITMENT

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