



select
RECRUITMENT

Volume 5, June 2016

Well we have already had the shortest day so I am guessing we are over the worst of the winter...or is that wishful thinking...but I hope that you have managed to keep warm over the past few weeks.

It's hard to believe that we are halfway through 2016 and I even heard one of my staff refer to "Christmas shopping" the other day! Now that is a slightly scary thought but I suppose it will be here sooner than we think/want.

If you are looking for something a little different over the school holidays in July; in Dunedin I would strongly recommend that you attend some of the events at the New Zealand International Science Festival that is held from the 8-16 July. Over 90% of the events are free and there are some fantastic sessions on offer for the whole family. This is a fantastic event and it's right here in Dunedin! So check it out at <http://www.scifest.org.nz/>

In Christchurch; KidsFest is back and celebrating its 25th Anniversary. There are a record number of events on offer, 270 in fact. The event will kick off with the popular More FM Lantern Parade on Saturday, 9th July which involves a night time journey through the central city from Cathedral Square to the Margaret Mahey Playground. Check it out at <http://bethere.co.nz/event/23016>

So lots of activities to keep you and the little ones busy over the July school holidays.

Also, remember to keep checking our job board as we have new opportunities being posted every day.

Karen Bardwell - Managing Director



MEET THE TEAM!

HELEN DUFFY
Systems &
Compliance
Officer, Dunedin

Helen has been a part of the Select Team since 2002. Her focus is systems, IT and compliance including health and safety administration. Ensuring that our candidates are safe at work is integral to our business, and Helen approaches this with a practical approach and strong attention to detail. Helen has an in-depth working knowledge of our people, our systems and our business; and in particular, what separates us from competitors. Helen is our "go to" person, and an asset to the team.

**RIGHT PEOPLE
RIGHT TIME**

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





Have your say - Come and be a part of our next Temp Health and Safety Meeting – **Wed July 20th, 5.30pm** at the Select Office Dunedin. **Your opinion counts!**

Health and Safety - Food is Fuel

Eating breakfast is a great start to everyones day, getting your metabolism going 'fueling' you to be physically active and 'alive'. For those of you working in manual handling or physical jobs, fueling your body with the right food is a necessity.

If you don't eat you create a hazard on the job by being fatigued and therefore increasing the risk of an accident or incident. You are not only putting your own safety at risk by not eating, but are also potentially risking the safety of your work mates.

Here are some suggestions for low cost 'on-the-go' breakfasts for physical jobs:

- Banana's, fried or hard-boiled eggs, bread/toast with cheese, peanut butter or baked beans, cold or hot sausages and bread or porridge with honey.

Pack a lunch - it only takes 5 minutes and you can organise this the night before those early morning work pick-ups.

- Any of the breakfast options, left-overs from the night before heated in a microwave, cold pasta salad with a tin of tuna tossed in, cheese, lettuce and marmite sandwiches or luncheon and pickle sandwiches.
- Remember to take a water bottle and drink water regularly throughout the day.



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

Useful sites/contacts

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 our trained registered nurses.

Stretch for Industrial Triceps

- Sit tall, reach for the ceiling
- Take one hand down back, with the palm flat
- Use other hand to gently pull elbow in to increase the stretch.



For further tips visit worksmarttips.co.nz

MAY 2016
ACCIDENT / INCIDENT BOARD
• CHRISTCHURCH - 0
• DUNEDIN - 3



WORKPLACE FIRST AID TRAINING
"Learning To Save Lives"

BOOK YOUR TRAINING TODAY

P: 03 454 3040 E: office@wpfirstaid.co.nz

www.wpfirstaid.co.nz

Workplace First Aid Training



• EASY • FUN • FLEXIBLE • ENGAGING • LOCAL



IMPORTANT REMINDERS

- 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** but no more than **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: +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/Job-Board

