



Volume 4, May 2016

Winter officially starts on Wednesday but the past few weeks have certainly felt like we are there already, although we had a great run so it's not all doom and gloom.

The weather may not be hot but the job market is certainly still very active heading into these cooler months. So don't forget to keep an eye on our job board for new opportunities that you might be interested in, we have also had a complete overhaul of our Facebook page so if you have not "Liked" our page yet, I would suggest you do as we have a lot of helpful information on this page and even some exciting competitions with some good prizes.

At Select we are always looking at new opportunities for our candidates so if you know of someone that is thinking of a new challenge; please feel free to pass on our details, give us a call and one of my team will be able to help out.

So remember to winter well, wrap up and keep an eye on our job board if you are looking for a change at select.co.nz/Job-Board

Karen Bardwell - Managing Director

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

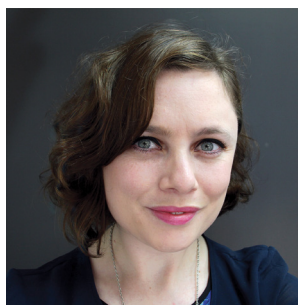


MEET THE TEAM!



LISA EDWARDS
Senior Consultant Technical Dunedin

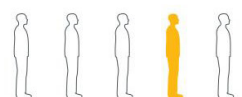
Lisa has been with Select for over 20 years and offers a wealth of recruitment experience to her loyal network of clients and candidates. Lisa has extensive knowledge across a range of sectors including Mineral and Mining, Engineering, Primary Industry and Utilities. Her experience covers Executive and Technical Recruitment, Psychometric Assessment and Evaluation, as well as Human Resource Consultancy and Project Management. Lisa uses her strong analytical capability to deliver effective candidate measurement and evaluation, ensuring the right candidate is selected for the job.



EMILY CHILTON
Marketing Coordinator

A specialist in design, Emily has joined Select to manage the website, social media, advertising and photography aspects of the business. Before joining Select, Emily was the Senior Graphic Designer for Metro Realty as well as a successful freelance designer and photographer. She has extensive experience designing marketing material including Inhouse Magazine and Otago Daily Times advertising, managing company social media sites, designing company logos, and providing photography services.

**RIGHT PEOPLE
RIGHT TIME**



Health and Safety - Sprains & Strains

Anyone can get injured, whether by playing sport, or doing normal daily activities at home or work. Injuries usually involve soft tissues-muscles, tendons and/or ligaments. All soft tissue injuries need immediate attention and treatment to prevent further damage. Injuries need time to allow full recovery before you return to normal activity, or play sports. Sprains and strains usually fall into two groups; overuse and sudden injury.

Treatment: The first 48 hours are vital in the management of any soft tissue injury. Healing time for most soft tissue injuries, particularly sudden injuries involving swelling, pain and bleeding (bruising), can be shortened by carrying out the RICE treatment immediately. This process can also significantly help with pain relief.

REST: Prevents further damage

ICE: Reduces inflammation, pain and muscle spasm.

COMPRESSION: Reduces bleeding and swelling. Compression is the most important treatment in first 48 hours.

ELEVATION: Raises the injured limb to help reduce swelling by limiting bleeding to the injury site.

APRIL 2016
ACCIDENT /
INCIDENT BOARD

- CHRISTCHURCH - 1
- DUNEDIN - 2

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

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.

Stretch for the Office

- Tuck chin in, slowly turn head to look over shoulder
- Repeat both sides



Stretch for Industrial

- Stand tall on one leg
- Pull opposite knee up towards chest keeping an upright position



For further tips visit worksmarttips.co.nz

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**.

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