



Asset Recruitment Ltd ("Asset"), established in 1988, is Hamilton's leading recruitment consultancy. We are locally owned and have a strong commitment to the Waikato. During the twenty years plus of Asset's presence in Hamilton, we have developed long standing relationships with many clients and candidates, resulting in a thorough knowledge of the market.

Our long-established team of consultants has sixty-seven years of combined recruitment experience.

Our reputation as one of the foremost providers of temporary, contract and permanent recruitment services in the region is the result of our work with many of Waikato's leading organisations from the manufacturing, legal, accountancy, banking, service, education and government sectors.

Asset's experienced team shares a comprehensive knowledge of a broad range of organisations and industries, which, together with our awareness of current market conditions, enables us to respond effectively to your recruitment needs.



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Information Prepared for Temporary Staff

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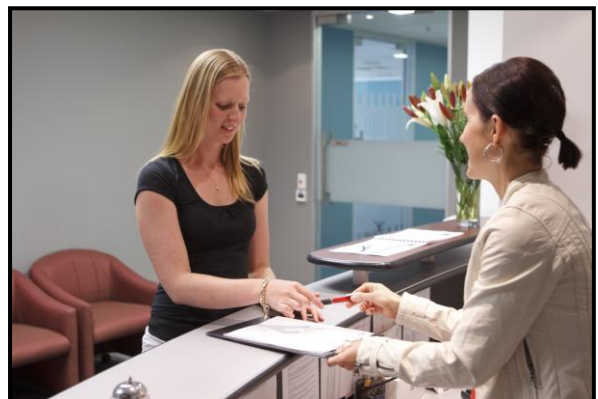
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1. Introduction

Thank you for choosing to temp with Asset Recruitment Ltd (“Asset”). We need exceptional temps; our challenge is to find you the best temporary assignments in Hamilton, and to keep you busy with the volume of work you require.

Asset has been established in Hamilton since 1988 and has built a reputation for treating their staff well, gaining assignments with many of the leading companies in Hamilton and paying competitive market rates.

We look forward to developing an honest and successful relationship.

2. What Is Temping?

As a temp, you are employed by Asset and may work in one or more different organisations. Temping is a fantastic way to gain experience in a variety of companies. Temp assignments can last from half a day to months or even a year. Temping requires a special type of person – confident, mature and with up-to-date skills. You represent Asset, so a professional attitude is very important, whether you are working as a personal assistant, data entry operator or factory worker.

Many temps also gain permanent employment through temping. If you are offered a permanent job or further temping assignments by a client please call Asset so we can arrange the details (we are your employer). We encourage people to gain further work from a temp assignment and will not stand in your way of any opportunities.

It is important to remember that unfortunately there are no guarantees with temping. Assignments can end at any time!

3. Health & Safety

When you registered with Asset you will have been given information about your responsibilities under the Health & Safety Employment Act (See contract for further details). Please make sure you understand your obligations and if you have any queries call your consultant, Carmel Strange or Sharneen Hickey.

A copy of our Health & Safety manual is available for your perusal at anytime.

When you are working for a client, you are treated, for the purposes of Health & Safety in Employment Act 1992, as if you are an employee of the client. We have a duty to ensure that you are capable of doing the proposed work safely and that the client is aware of their duties to you under that Act. Please advise us if you have any concerns about whether you are:

- Capable of doing the proposed work safely; or
- Not working in a safe environment in which significant hazards have been eliminated or, where appropriate, monitored.

Under the Health & Safety Act 1992, any injuries that occur at work must be reported within 24 hours of the accident. As a temp both **Asset** and the **client** need to be informed of the situation. Part of the reason for this is we have very strong rehabilitation systems set up and we like to start these immediately.

The key thing to remember is to keep in touch with Asset regarding any conditions or illnesses affecting your work performance. If you see hazards on your assignment - please call **Asset**, as we are responsible for ensuring your health and safety.

- All temps MUST complete induction training. Failure to complete may result in temps being removed from assignments.
- All temps MUST sign a record of their training.
- All temps MUST report accidents/injuries/concerns to Asset as your employer.

Health & Safety Checklist – Office Work

House Rules

Ensure you have read and understood the house rules. This includes parking, facilities and any special rules. Emergency evacuation is very important, find out the procedure. Also find out about any special prohibitions (e.g. no entry areas etc).

Read the Signs

Many signs are not read. Make a point of reading those on your first day. Know where the following are:

- The first aid kit
- The assembly point in the event of evacuation
- The nearest emergency exit to your workstation
- What are prohibited areas of practices

Your Workstation or Work Area

- Ensure you know who you must ask if you need to know something

(e.g. your supervisor).

- Ensure you are told about any special hazards you may be exposed to or associated with your work (e.g. fumes or dusts due to office location).

Exercises and Stretches

(Refer Appendix B)

- Do gentle movements and exercises to promote circulation. Gentle stretching will also help.
- Reverse the posture you are working in and relax your muscles.
- Take micro pauses often, about every 3 minutes for 10 seconds – relax, take the arms of the keyboard and look away from the screen.
- If there is excess glare, close the blinds or curtains. If area is poorly lit, organise for an extra light (e.g. a desk light).
- www.habitatwork.co.nz exercises on-line.
- Your health and safety is important to you, Asset and the work site you are at.

Follow the Basic Rules for Body Positioning

- Face straight on to your work.
- You should be able to sit with your shoulders loose.
- Keep your elbows bent and gently at your side.
- Keep the wrist straight.
- Pull your chin in - but don't look down to steeply.
- Change your position often.
- Keep your feet well supported (if there is no footstool use the phone directory).
- Be aware of your muscle tension. Get up and move around often.

- Keep the hollow in the base of your spine, and adjust backrest to support this hollow.
- Get really comfortable - this will help avoid muscle tension. Adjust all equipment position if required to avoid over reaching or stretching.

Plan Your Workload

Wherever possible, plan your workload. Plan also to vary the tasks required. (e.g. try to mix up tasks so you do not do any one task for a long period. Some keyboard work, some filing etc).

Report hazards, accidents or incidents to your Supervisor and Asset immediately.

If you have an accident or have any problems report them to your Supervisor as well as Asset.

3.1 Reporting Hazards & Accidents (Refer Appendix A)

If you see a hazard in your work area or at your workstation, report it to your Supervisor. If you have an accident or have a near accident this must also be reported to your Supervisor and also to Asset.

Remember your health and safety is important to you, Asset and the work site you are at.

Take it seriously. Ring **Asset** if you have any concerns.

3.2 Health & Safety Checklist – Factory Work

House Rules

Ensure you have read and understood the House Rules for the site you are going to.

This includes where to park, what protective clothing is required and emergency evacuation etc.

Personal Protective Clothing and Equipment

Ensure you are correctly attired in the appropriate clothing, footwear and equipment. (e.g. Earmuffs, safety boots and safety glasses).

Read the Signs

Many signs are not read. Make a point of reading those on your first day. Know where the following are:

- The first aid kit.
- The assembly point in the event of evacuation.
- The nearest emergency exit to your workstation.
- What are prohibited areas and practices?

Your Workstation or Work Area

- Ensure you know who you must ask if you need to know something (e.g your Supervisor).
- Ensure you are told about the hazards associated with your work. For example:
 - Nip points of machinery.
 - Oil on the floor.
 - Hazardous noise.
- Ensure you know where the emergency stop buttons are on machinery. Know also the types of guards on the machines and how they work. Ask if you are unsure.
- Ensure you know the machine lock out procedures (e.g. the rules associated with any maintenance being done on machines).

- Before starting work, ensure you are comfortable and positioned well. If the work is seated, adjust your chair to enable you to work with arms and hands comfortably positioned. Ensure the back support is adequate.

Exercises and Stretches **(Refer Appendix B)**

- Do gentle movements and exercises to promote circulation. Gentle stretching will also help.
- Try to do all the stretches at least once a day.
- Reverse the posture you are working in and relax your muscles.
- Take micro pauses often, about every 15 minutes for 10 seconds.
- www.habitatwork.co.nz exercises on-line.
- Your health and safety is important to you, Asset and the work site you are at.

3.3 Reporting Hazards and Accidents **(Refer Appendix A)**

If you see a hazard in your work area or at your workstation, report it to your Supervisor. If you have an accident or have a near miss accident this must also be reported to your Supervisor and also to Asset.

Remember your health and safety is important to you, Asset and the work site you are at. Take it seriously. Ring **Asset** if you have any concerns.

4. Statutory Holidays

You are entitled to be paid for statutory holidays that fall on days, which would otherwise have been working days for you. In instances where you are not in an Assignment when a statutory holiday falls, or an Assignment is for staggered periods or is 'on hold', (e.g. Over the Christmas period as the Clients premises are closed) you will not be entitled to be paid for statutory holidays occurring at the time.

Pay for statutory holidays will be based on the normal hours, which would have been worked on that day. However, if the ordinary hours are not set, or are irregular, the number of hours paid shall be based on the average daily hours worked over the previous ten (10) working days of the Assignment or such lesser period if ten (10) days have not been worked.

5. Timesheets

A separate timesheet is required for every assignment. It is your responsibility to get the timesheet to Asset by 10am Monday morning, signed by yourself and the client. As a temp, you are paid for the hours you work, so lunch hours are not included in the total hours.

On the first day of your assignment you are to be inducted on site by client. Your timesheet asks you to confirm this has been completed. It also asks "Were there any H & S Incidents?" You must tick the appropriate field here as well. Any queries, please call Asset.

6. Feedback

Asset keep in touch with their clients by email, correspondence and telephone - if you would like to know their feedback please give us a call. We always like to pass onto our temps any positive feedback we receive.

7. Permanent Work

Asset also covers permanent placements. If you would like a permanent job please let us know as we enjoy placing our temps in exciting positions. If you get a permanent job while temping we do need to give notice to our clients, normally a week in an on-going assignment.

8. How to Be Successful At Temping

- Avoid office politics.
- Punctuality is vital - if you are ill or running late, call your Asset consultant so we can advise the client.
- Do not make personal calls without permission. Turn your mobile off.
- Dress in appropriate office attire - if unsure, ask Asset and we will advise.
- Ask any questions before you accept the assignment - if the assignment does not suit you, this is fine - once accepted we do ask you to complete the assignment. Ensure you know the company address, hours and length of the assignment, the duties involved with the role and who you will report to.
- If you arrive and the assignment is not what you expected or if you have any concerns - call Asset.

9. Points to Remember

- Remember temp assignments pay different rates depending on the skills used - so please ensure you ask the rate before you start the assignment.
- Should you have any queries please call Asset - our office hours are 8.00am to 5.00pm, Monday to Friday.
- As a temp you qualify for five paid special leave days per year after completing six months of continuous or regular assignments with Asset (See Contract for further details).
- Temps are entitled to four weeks of annual leave a year once you have completed one year of continuous work with Asset. If you leave temping before the year is up your holiday pay accruals will be paid out.
- There are no guarantees with temping - assignments can finish at any time.
- Let us know when your assignment is ending so we can look for further employment.

Thank you for Temping with Asset.

Appendix A

Incident Reporting

1. Non Serious Harm Injury / Incident or Near Miss

If employee/temp has an accident at work they MUST report this to their manager and the Asset Recruitment Ltd Health & Safety Consultant immediately (same day of accident).

- a. The accident should be recorded in the Accident Register.
- b. Record the incident on the Department of Labour – Accident or Serious Harm form.
- c. The incident should be investigated by an Asset Representative following the correct Incident Investigation Procedure.
- d. A Health & Safety specialist may be called in if required.
- e. Feed any hazards back into the Hazard Management Process.

2. Causing Serious Harm

An accident happens causing serious harm to employee/temp.

- a. Ensure the personal safety of yourself and other people in the area.
- b. Ensure the safety of the injured person.
- c. Call in Emergency Services and notify Manager.

- d. Secure accident scene. Do not disturb accident scene except:
 - to save life,
 - prevent further harm
 - make access for emergency services
- e. Notify DOL and a Site Clearance Agreement obtained.
- f. The accident should be recorded in the Accident Register.
- g. The incident should be investigated by an Asset Representative following the correct Incident Investigation Procedure.
- h. Feed any hazards back into the Hazard management process.
- i. Department of Labour – Accident or Serious Harm form to be sent to DOL within seven (7) days. If the injured person is a temp, the client is to notify on behalf of Asset Recruitment Ltd.

3. Employee/temp feeling Discomfort and Pain

Employee/temp should advise manager that they are in discomfort or pain.

- a. Employee/temp to be given Self Report of Discomfort & Pain form **immediately** (within 24 hours).
- b. Employee/temp to complete this and return it to their manager as soon as possible (within 48 hours of receiving form).

- c. Employee/temp and manager are to meet together to discuss workload, workstation set up, and strategies to improve situation. If required a Health & Safety Consultant may be called in.
- d. Employee/temp and manager are to work together to determine plan to manage pain and discomfort. Alternative work may be offered.

to talk to ACC regarding financial support and case management.

- f. Discuss rehabilitation:
 - Any concerns about job security and demands.
 - Workplace issues and changes.
 - Methods of returning to work.
 - Issues of getting to and from work.
 - Considering reassignment to a different assignment if appropriate.
- g. At all times encourage and be positive about a return to work.
- h. Offer Suitable work – set action.

4. Injury Management Procedures

Employee/temp must receive appropriate medical care as soon as practicable.

- a. Employee/temp should report back to supervisor or manager as to:
 - Diagnosis.
 - Treatment prescribed (medication, physiotherapy).
 - Advice on work tasks and hours, activities and pain relief.
- b. Employee/temp and supervisor need to agree on and discuss the return to work plan. Consideration is to be given to modified work tasks, gradual return to work and a worksite assessment.
- c. Record the injury and conduct investigation (please refer to Incident Investigation procedure).
- d. If serious harm - notify Department of Labour.
- e. Maintain contact with employee and discuss return to work options. Encourage the employee

Definitions:

Modified Work Task

Either a change in the work task or the duration of the work task. This change is not *permanent* but intended to be a *temporary* option until the employee can return to full duties.

Gradual Return to Work

Gradual increase of the hours at work and increase in work activity.

Work Site Assessment

A trained professional helps the employer to identify work aspects, which enable the employee to return to work on modified

Appendix B

Exercises

ACC1952 Stretches for the office

<http://www.assetrec.co.nz/files/file/30/ACC1952%20Stretches%20for%20the%20office.pdf>

ACC1953 Stretches for manual workers brochure

<http://www.assetrec.co.nz/files/file/31/ACC1953%20Stretches%20for%20manual%20workers.pdf>

ACC website link is:

<http://www.acc.co.nz/publications/index.htm>

Please refer to the ACC website for other training material that may be appropriate to your situation or needs.