



Temporary | Permanent | Executive | Industrial

Information Prepared for Commercial Temporary Staff



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Health & Safety

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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.

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!

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 ask to speak with a member of the Asset Health and Safety committee.

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

- 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 too 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).

Incident and Accident Reporting

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.

It is your responsibility to report any of the following to your supervisor and Asset Recruitment:

- Hazard - an object or event which is an actual or potential cause of injury.
- Near Miss – an incident which did not result in injury, illness or damage, but could have potentially done so
- Accident – any incident which resulted in ANY injury, illness or damage.
- Notifiable Injury – an incident resulting in death or permanent or temporary severe loss of bodily function, amputation of body part, burns requiring referral to a specialist medical practitioner or specialist outpatient clinic, loss of consciousness from lack of oxygen. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm's occurrence.

Any "Near Miss" occurrences must be reported within 24hrs of the event.

Any "Accident" needs to be reported as soon as possible but within 24 hours.

Any "Notifiable Injury" needs to be reported immediately

Feeling Discomfort and Pain

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

1. Accident/incident investigation to be completed within 24 hours.
2. 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.
3. Employee/temp and manager are to work together to determine plan to manage pain and discomfort. Alternative work may be offered.

Exercises

The ACC1953 Stretches for manual workers brochure is attached to this booklet for your reference.

<http://www.assetrec.co.nz/Temp-info>

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

Exercises and Stretches

- 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.

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', 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.

Timesheets

asset recruitment
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Timesheets MUST be received by Asset Recruitment Ltd by 10am Monday morning. Faxed to 839 0177.

COMPANY NAME: _____
 REPORTING TO: _____

CLASSIFICATION
I hereby certify that the hours shown were worked by me on this assignment. I also agree to treat all work performed by me on this assignment as strictly confidential at all times, and no information gained during the course of this assignment will be communicated to any third party.

NAME OF TEMP: _____ PLEASE TICK
 Continuing
 Completed
 Temporarily

TEMP SIGNATURE: _____
 WEEK ENDING DATE: _____

DAY	DATE	FROM	TO	LESS LUNCH	TOTAL HOURS
MON					
TUES					
WED					
THU					
FRI					
SAT					
SUN					

REQUESTS: _____

CLIENT AGREEMENT
I hereby certify that these hours are correct and that I acknowledge the following conditions:
 All Temporary Staff are employees of Asset Recruitment Ltd. There is a fee payable in accordance with Asset Recruitment Ltd's schedule of charges for Permanent or Temporary Staff (as appropriate) should your company (you or any other person or organisation) before the introduction to that person/organisation comes out of or as a result of an Assignment or otherwise, whether the Temporary Staff are permanent, temporary or part-time based (including an independent service contract with the Temporary Staff) on the terms of the Assignment or terms appropriate to the role. In the event of any dispute, such employment is related to the Temporary Staff or any other person or organisation.

Has the temporary employee been inducted? Yes No

CLIENT SIGNATURE: _____ DATE: ____/____/____

Timesheets can be downloaded from our website. 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 the 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.

Payslips

Payslips are emailed out weekly, on a Tuesday afternoon. To access your payslip your password is your IRD number. If your IRD number begins with a zero, please drop the zero and begin with the next digit.

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.

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.

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.

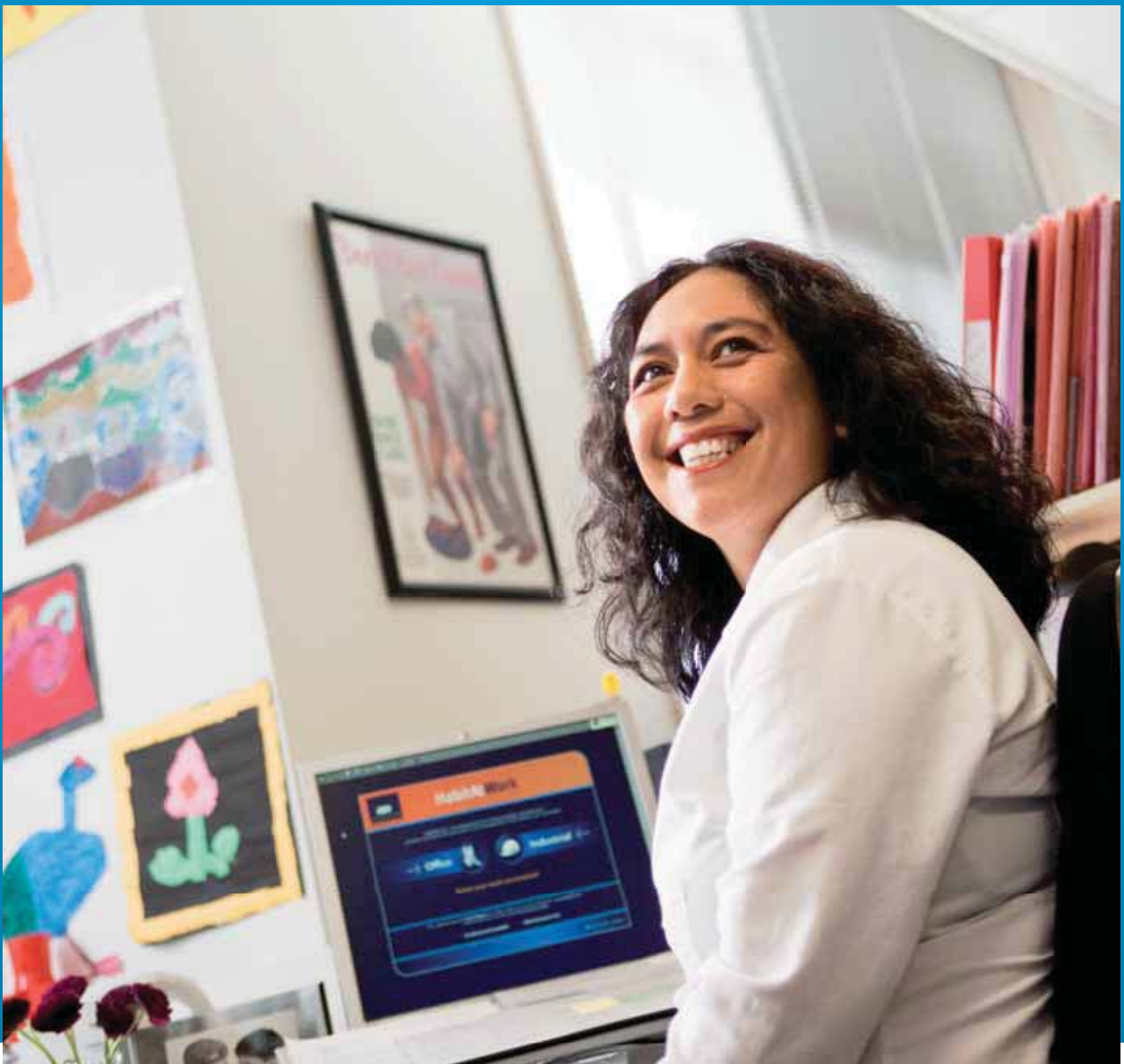
Points to Remember

- 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.

Stretches for the office

Preventing and managing discomfort, pain and injury



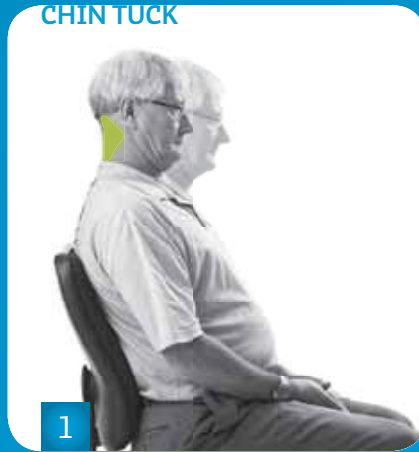
Stretches for the office

- Your body is designed to move. Holding static postures can lead to unnecessary build up of tension.
- **At least hourly (every 15 minutes is ideal): STOP, DROP and SHAKE.** Relax your neck and shoulders; drop your arms to restore normal circulation.
- Before you start your day follow the stretches, then regularly stop and stretch throughout your day.
- Stretches should be performed on both sides.
- Take a movement to the point of stretch and hold for 10-15 seconds.
- The green glow on the photos gives an indication of where you should feel each exercise, however this will vary from person to person.
- Should you feel pain or unexpected tension do not continue that stretch. Consult your health professional.

For more information visit
www.habitatwork.co.nz



CHIN TUCK



- Sit tall.
- Tuck chin in (keep eyes level and relax shoulders).

NECK SIDE BEND



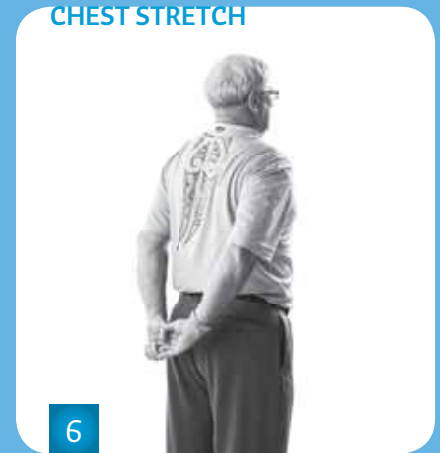
- Tuck chin in, look straight ahead and take ear to shoulder.
- Push opposite shoulder to the floor.

TRUNK STRETCH



- Stand or sit, reach up, clasp wrist.
- Breathe in, as you breathe out lean sideways towards the bent arm.

CHEST STRETCH



- Interlink hands behind back.
- Draw shoulder blades down and back.
- Shift hands away from the body to stretch the chest.

HAND SHAKE



- Drop arms to your side.
- Relax neck and shoulders, shake hands.

FRONT OF FOREARM STRETCH



- Relax shoulders, elbow bent, bend wrist, keep palm facing up.
- Hold hand and gently straighten elbow stretching fingers back and down.

NECK ROTATIONS



3

- Tuck chin in, slowly turn head to look over shoulder.

SHOULDER SHRUGS



4

- Raise shoulders up towards ears.
- Push shoulders down, reaching fingers towards the floor.

BACK EXTENSION



7

- Sit tall, clasp hands above head.
- Stretch palms up to the ceiling and lean back into chair.

TRUNK ROTATION



8

- Sit tall on the edge of the chair and cross one leg over the other.
- Turn chest towards crossed leg using arms for leverage.

BACK OF FOREARM STRETCH



11

- Relax shoulders, drop arm to side with wrist bent.
- Take arm back behind you keeping your arm straight.

