



Health, Safety, General Wellbeing & Housekeeping

Temporary Employee Handbook

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Contents

An Introduction to Professional Temping.....	2
The Health & Safety at Work Act 2015	2
Employer Responsibilities	2
Individual Responsibilities.....	3
Asset's Hazard Policy	3
Identifying and Preventing Hazards.....	3
Emergency Procedures / General Safety.....	4
Accident/Injury Reporting	4
Person Conducting a Business or Undertaking (PCBU).....	5
Our Approach to Managing Stress	5
Stress at Work Policy	5
Aims of this Policy	5
Family Violence Policy.....	6
Family Violence Policy	6
Aim of This Policy	7
Eligibility	7
Harassment and Intimidation Policy.....	8
The Harassment and Intimidation Policy.....	8
Aim of this Policy	8
Drug and Alcohol Abuse Policy	9
The Drug and Alcohol Abuse Policy	10
Aim of this Policy	10
Managing Your Wellbeing	11
At Work.....	11
At Home	11
In Summary	11
For More Information	11
Stretches for manual workers:	12
Stretches for office workers / assemblers:.....	12
Other helpful info when temping with Asset.....	12
Annual leave	12
Sick leave / Lateness.....	12
Break Entitlement.....	12
Timesheets.....	12
Contact Details.....	12

An Introduction to Professional Temping

Being a professional temp ...

- Requires personal commitment and motivation.
- Requires commitment, loyalty, reliability, integrity and honesty to the division of Asset you are registered with, having signed an Individual Employment Agreement with us.
- Offers variety in job tasks, opportunities to multi-task and continuous new surroundings – these can create both physical and mental challenges.

For these reasons, when you choose to undertake temping as a chosen career you need to be aware of how to maintain your health, minimise your exposure to hazards, and improve your wellbeing.

The Health & Safety at Work Act 2015

Employer Responsibilities

As a Temporary worker we are directly employing you as your Temporary Staff Employer on the terms and conditions laid out in your Individual Employment Agreement, to work for our clients on assignment.

We have responsibilities (“employer responsibilities”) under the Health and Safety at Work Act 2015 to bring to your attention the provisions within the Act and to ensure your safety while working on our or our client’s work sites. The Act removes any specific distinction between a temporary staff member (you, our employee) and someone contracted to us (a contractor).

We are in a unique environment, one where the client that you will be undertaking temporary work for also has these employer responsibilities. Because the nature of your work means you are on the client’s work site more often than you would be in our place of work, it is important for you to be aware of some of the key responsibilities that all employers must adhere to.

Employers have a general duty to take all practicable steps to ensure the safety of employees and others that they interact with whilst at work. These include:

- To provide and maintain a working environment that is without health & safety risks including:
 - the physical work environment
 - the psychological work environment.
- To ensure that plant and structures used by employees is arranged, designed, made and maintained in a safe manner.
- To provide and maintain safe systems of work.
- To ensure that employees are not exposed to hazards arising out of the arrangement, disposal, manipulation, organisation, processing,

storage, transport working or use of things in or near their place of work over which the employer has control.

- To develop procedures for monitoring risks and dealing with emergencies that may arise whilst employees are at work.

Many of the clients that we work with have existing safety and hazard programmes running and we expect that you, as a Temporary, will abide by these while on the client's site. The client, as an employer, should make you aware of what these programmes are and also let you know what to do if any emergencies do occur.

Ask about these when you arrive on any new site.

Individual Responsibilities

Now, as we move into individual responsibilities, you will note that identifying and rectifying potential hazards is the responsibility of both the employer and employee.

Asset's Hazard Policy

On obtaining a new client, an Asset Consultant will conduct a site visit to view the working environment, and conduct a Client Hazard Check. These are refreshed periodically based on our assessment of the level of risk in the client work site. You have a responsibility to report to Asset hazards as you become aware of them on the client work site.

Identifying and Preventing Hazards

A working environment conducive to identifying and preventing hazards is essential. We are largely dependent on you, as our person on the client site, to identify potential hazards and to report incidents, even if they did not lead to any harm. If you identify problems that cause discomfort or could potentially cause injury, these need to be addressed with both the client and Asset.

Potential hazards may include:

- Slips, trips and falls
- Manual handling
- Site traffic – forklift, vehicles, delivery trucks, transport trucks
- Working alone or in isolation
- Moving machinery
- Hot and cold liquids
- Poor housekeeping
- Poor lighting
- Extremes in temperature
- Poor ergonomically designed equipment causing musculoskeletal problems
- Exposure to airborne bacteria from air conditioning
- Excessive or irritating noise
- Potential radiation exposure
- Dangerous electrical situations
- Dangerous chemical or toxic substance exposure (cleaning materials, sick buildings)
- Excessive vibration of equipment
- Heavy workloads and work pressure causing emotional stress
- Poor flooring, loose stairs, broken handrails and cables lying around which could cause slips, trips or falls

- Falling items from shelves, cupboards
- Mental harm or physical/mental fatigue

You have a responsibility to:

- Work in a healthy and safe manner.
- Observe and practice safe work methods.
- Encourage other employees to work in a healthy and safe manner.
- Discourage other employees from working in an unsafe manner.
- Report or rectify any unsafe work conditions or equipment.
- Log incidents that occur and participate in incident reviews.
- Log any accident that you are involved in.

You must take all practicable steps to ensure your own safety while at work, and to ensure that nothing you do or fail to do harms any other person. If you have identified a potential hazard that cannot be easily rectified, and as such requires attention from Asset, please report it immediately to the Consultant that placed you in your assignment.

Emergency Procedures / General Safety

When you get onto client site amongst the very first tasks for you to complete are:

- Check that you know the company's emergency procedures in the case of fire or need to evacuate.
- Complete the 'Temp H&S Site Induction' form and return to your consultant.
- Get on-the-job instruction on unique equipment use.
- Check correct operation procedures around the office/warehouse/general work area.

You may be asked to sign an acknowledgement that you have read and understood one of our client's Health & Safety induction documents, and this is usually mandatory for your continued presence on those sites. Your Consultant will tell you if this is the case when briefing you on the assignment.

Accident/Injury Reporting

Asset will keep a record of all accidents and incidents involving Asset temps on our client sites, whether these are required by legislation or not, as a means of working with both clients and temps to reduce future accidents.

As an Asset Temp:

- You must work within the policies of Asset and, where appropriate, the client to reduce the risk of incidents and accidents to yourself and others.
- You must report incidents and accidents promptly to both the Consultancy and the reporting client. You can use our Candidate portal to record these.

- You must keep Asset informed of your progress in any recovery or rehabilitation while the assignment remains open.

It is our responsibility to keep all legislative records required as an employer relating to incident and accident reporting. We can only do that if you tell us what happened.

Person Conducting a Business or Undertaking (PCBU)

The Act requires that there is an individual identified as the PCBU. In most cases with Temporary staff this is the person, your Consultant, who has put you into the client site but in effect the responsibilities escalate to the most senior person in the direct organisation that is employing you. For Asset this is our Director's Colin Mathieson and John Pak.

It is our responsibility, collectively and individually to ensure, so far as reasonably practicable, the health and safety of:

- workers employed or engaged, or caused to be employed or engaged, by the PCBU while the workers are at work in the business or undertaking; and
- workers whose activities in carrying out work are influenced or directed by the PCBU while the workers are carrying out the work.

PCBUs must also ensure, so far as reasonably practicable, that the health and safety of other people is not put at risk from work carried out by our Temporary employees.

Of course, there is a client in the mix as well, and there will be someone in the client who also has responsibilities as a PCBU, usually the person who is directing your work, but also those to whom that person reports.

It may seem like a lot of people, but the effect is to make it every one's responsibility, both collectively and individually, to keep people on any work site safe.

Our Approach to Managing Stress

Now let's talk about stress and how we work together to keep this manageable for you and for us.

Stress at Work Policy

Asset will work with the temp and the client to mitigate a stressful assignment where there is an opportunity to do so, or remove any temp on request of the temp or the client where the stress of working in any environment has become unbearable.

Aims of this Policy

The primary aim of Asset's Stress at Work Policy is to ensure that our temps are kept safe and healthy at work and are not subjected to excessive workloads, onerous working practices or a detrimental working environment which might, if unchecked, cause stress.

The secondary aim is to identify and assist those temps who are suffering from

stress, for whatever reason, and finding it difficult to cope by offering a confidential help line and reasonably practicable alternatives and support mechanisms.

We encourage self-management of stress by individuals in the environment within which they are working. This extends to you as a Temporary:

- Taking appropriate breaks during your working day. Some guidance on breaks is contained within Minimum rest and meal for employees (Appendix C). You should also discuss with the client the expectations for breaks and cover for your and others absences as a result. If you fail to take breaks as requested by your consultant you may find that your assignment is terminated with notice on health & safety grounds.
- Seeking understanding of the environment that you are working in, but being careful to stay out of office politics as much as you are able. Remember that you are an Asset employee on the client's site, representing Asset as a professional.
- Maintaining communication with your Consultant earlier rather than later whenever you believe you are in a situation where stress is potentially or actually occurring. You are also entitled to seek help including confidential support from our Employee Assistance Programme.
- Monitoring your own stress indicators.

If you believe that there are issues causing stress then you should contact your Consultant in the first instance or escalate your concern to our Health and Safety Representative, Shaye Tudor or Aysha Townsend (07 839 3685), if there is a specific complaint or course of action you believe would help reduce the stress. Any such complaints will be heard sympathetically, fully investigated and appropriate steps taken to assist.

Asset will then carry out a Stress Audit of all aspects of our clients working environment to ensure that, so far as it is reasonably practicable, it does not expose any temps to health- endangering working practices or an otherwise stressful environment. The audit will be periodically reviewed and the working environment revisited if appropriate.

Family Violence Policy

Health and Safety at work is important, but sometimes there are situations at home which we know are or have impacted on the Health, Safety and Wellbeing of our people. One of these home situations is where there is violent behaviour towards our staff or someone else close to them within the family. This policy relates to those situations.

Family Violence Policy

Asset is committed to take practical steps to support employees who are affected

by domestic violence and to assist such employees to deal with the effects of domestic violence as required by legislation. We will not tolerate unlawful discrimination or otherwise unjustified treatment of employees on the grounds of them being affected by domestic violence.

Aim of This Policy

The primary aim of this policy is to allow time away from the work site, or flexible hours, that allow the person affected by domestic violence to come to terms with what has or is happening to them, and to take positive steps to remove themselves, or change their situation so that they are able to recover from the ill effects of this violence.

In practice this means:

- If you believe you have been affected by Family Violence, you should approach your Consultant in the first instance to let them know that there is an issue and tell them when you want to take the leave, and for how long. If you feel that you cannot approach your Consultant directly you can ask another senior manager of Asset or the Managing Director. Asset will not approve any leave which has not been advised in advance of the time when you would normally be expected at work.
- There is no time limit on the event that gave rise to the effect of Family Violence on you as the employee and Asset accepts that this may have happened prior to you becoming an employee of Asset.
- Your Consultant will seek confirmation that the issue meets the legislated requirements of Family Violence which specifically require that:
 - You are or were in a domestic relationship with the person who was violent towards you, or you are someone with whom a child subjected to domestic violence normally or periodically resides
 - there was an event or several events that gave rise to the issue that you are endeavouring to deal with by taking Family Violence Leave or flexing your work hours.
- The Consultant will ask you when the event(s) occurred and will also expect you to provide proof of the event(s). As a general principle we will not approve Family Violence leave where such proof doesn't exist.
- Where you have advised your Consultant or an Asset Consulting manager of circumstances where Family Violence is an issue for you, they are expected to preserve confidentiality to the fullest extent possible, except when advising their manager or the Director's is a necessary component of the process of approving Family Violence Leave and or flexible work hours.

Eligibility

Family Violence Leave is only available to employees of Asset and does not cover people who are contracted to Asset.

As an employee, after six months continuous employment, you will be entitled to Family Violence Leave and or flexible working hours to allow you to take steps to deal with situations where you have become a victim of Family Violence as defined by the Family Violence – Victims Support legislation.

This leave is for up to 10 days leave within any subsequent twelve-month period provided that the employee remains entitled to Family Violence Leave and will be approved and is to be taken in accordance with the Family Violence Policy.

You cannot transfer unused Family Violence leave entitlement from one twelve-month period to the next nor will it be paid out to you if you leave Asset's employment.

You are entitled to ask for flexible work hours for up to two months once you become eligible.

Approval is not automatic and in the case of flexible hours there are reasonable restrictions that need to be taken into account. Your Consultant can discuss these with you at the time you make your request.

Harassment and Intimidation Policy

We know that it is not just physical safety that is important in the work site, but also whether people feel safe to be who they are.

As a general principle your Consultant will have selected you for a client because they know that you have the skills, attitudes and desire to succeed in that client's environment.

However, we know that there can be situations where people are not well treated by someone within our client, or they themselves do not treat others as we expect. This policy is for those situations.

The Harassment and Intimidation Policy

Asset is committed to working directly with our clients and those who work with us to maintain a working environment free from all forms of intimidation or harassment.

Asset Temporary staff working on client sites are expected to meet high standards of professional behaviour and where intimidation or harassment is proven to originate with the Temporary staff member these are grounds for immediate termination of the assignment.

Aim of this Policy

The aim of this policy is to provide a work environment that is not just physically safe, but which also encourages our staff to do their best work for our clients without having to suffer harassment and intimidation in the work site. We also recognise that from time to time it is our clients who come to us to discuss the behaviour of one of our staff, and we want to make it clear to all staff that certain behaviours, if proven, won't be tolerated.

In practice this means:

- The people you are working with are to be treated with courtesy and respect, and should be offering courtesy and respect to you in return.
- As a person working with others there is a tendency to get emotionally involved in the worksite, especially if you've been working there a long time. This is natural but please remember that you are still employed by Asset and it is prudent not to get dragged into debates about other people in the office that could expose you to a breach of our policy. If you believe that "something should be done" about some aspect of a person's behaviour, think about what positive change you are seeking and talk to your Consultant, not the client.
- Intimidation, which can be explicit, as in directly threatening behaviours from a manager or peers, or implicit as in exploitive changes to arrangements which wouldn't be asked of a permanent client staff member, needs to be reported as soon as practicable to your Consultant. Please be explicit about what happened. You are likely to be asked to complete an incident report.
- Threatening or actual violent or aggressive behaviour towards you or by you is unacceptable. You should immediately create an incident report if this has happened to you and your Consultant will investigate the incident. If the incident report is filed by the client against you, it's possible you may be asked not to return to the workplace while investigations continue. Please be aware that in some instances it is not clear cut which event led to which incident and it is possible that both participants in such incidents will face some further action.
- You do not need to accept, nor should you make, unwelcome sexual advances, requests for sexual favours or other verbal and physical moves of a sexual nature. These are serious violations of this policy and will be investigated with resultant action.
- Direct or emailed comments about you, or by you, that are directly or indirectly disparaging of client or other staff will be investigated with resultant action.

Drug and Alcohol Abuse Policy

Let's talk a little about drugs and alcohol. The impact that these can have on your work performance, and the safety of yourself and the people around you if you are under the influence of either, is often disproportionately high compared to what might have happened under the same circumstances if you were drug free or sober. We have a policy that covers these situations.

The Drug and Alcohol Abuse Policy

Any Asset temporary employee working for a client of Asset who is found to be involved in the manufacture, distribution, dispensing, possession or use of a controlled substance, or is under the influence thereof, will be suspended from work immediately, pending further investigation.

Also, any Asset temporary employee working for a client of Asset who is found to be involved in the unauthorised possession or use of alcohol, or who is under the influence thereof, will be subject to investigation and may be suspended immediately.

Aim of this Policy

As an Asset Temporary we require you to report for work in a fit condition to perform your duties. This policy formalises that, and also recognises that involvement with alcohol and illicit substances can have an adverse impact on you and the client's work site.

There is also evidence that staff under the influence of drugs or alcohol are less able to react to prevent incidents that might otherwise not have led to harm, and less likely to be able to offer immediate assistance if such an event occurs.

In practical terms this policy means:

- If the client suspects that you are under the influence of drugs and or alcohol at a level which may impair your ability to perform your tasks, or your involvement in an incident could lead to harm where it might not otherwise, they may ask you to provide a sample for testing for alcohol or illicit substances.
- They may also or instead ask your Asset Consultant to come onto site to ask you to provide such a sample and your Consultant would typically test that sample immediately.
- We may also, without a client request but if we have reasonable cause to believe that you are impaired at work, come onto site to request such a sample.
- For some roles, where the nature of the role requires enhanced levels of safety due to increased risk, the client, or Asset, may conduct random sampling without cause.
- You cannot refuse such (a) request(s) unless you are physically incapable of meeting it.

If testing shows that you are under the influence of drugs or alcohol at a level, we deem unacceptable you are likely to have your assignment terminated immediately. You may also have your Individual Employment agreement terminated immediately which means we will not put you forward to any other client of Asset.

Managing Your Wellbeing

Most people would agree that generally the pace of life, both at work and at home, seems to have increased, even if it is often due to the pressure, we place on ourselves to achieve in our days and weeks.

Work is an important aspect of most of our lives and we tend to place a lot of emphasis on our contribution and effort accordingly. It is important however, to remember that we have other areas in our lives and if we function well in each of these, it will create a greater sense of success in all of them.

At Work

- Sitting still for long periods of time can be tiring and ultimately harmful. To avoid this, take time at regular intervals during the day to do some stretching and relaxation exercises. By doing some simple exercises at your place of work, you can improve circulation and release muscle tension. Try some arm shakes, shoulder and forearm rolls. When you get a chance, move from your workstation and go for a short walk. In breaks, get some fresh air – remove yourself from the working environment and give your mind a break.
- Make sure you know when you will be taking breaks in your role with the client, and that you take those breaks. You are not expected to work more than 5 hours without at least a half hour break. We understand that this is unpaid and that some people are prepared to work right through a whole shift with no unpaid break. However, we see this as a risk to your health & wellbeing. It is employment law that you are entitled and required to take this break.

At Home

Some simple activities for you to consider incorporating into your wellbeing routine are:

- Moderate intensity exercise for 20 to 30 minutes, 3 to 4 times per week.
- 8 hours sleep per night, plus or minus 30 minutes.
- Something to have a good laugh about.

In Summary

General wellbeing requires a holistic approach to health, fitness and emotional comfort and a balance between our home and work lives. Our health and wellbeing are an ongoing individual responsibility – take that responsibility on a consistent basis and the rewards will be tremendous!

For More Information

For more information on Health & Safety Practice see Worksafe New Zealand:

www.business.govt.nz/worksafe.

You can view our Health & Safety video here:

www.assetrec.co.nz/temptoolkit

Stretches for manual workers:

(Refer to Appendix A)

Stretches for office workers / assemblers:

(Refer to Appendix B)

Other helpful info when temping with Asset

Annual leave

Time off requests need to be made to your consultant as soon as possible (preferably two weeks in advance). Ensure you state whether you want holiday pay paid. They will then contact your supervisor and come back to you in writing. Your consultant will let you know if the process is different for the client you work for.

Sick leave / Lateness

If you are sick or running late for work your consultant is your first point of contact, leave a message if they do not answer. Then contact your manager if asked to.

Break Entitlement

Please refer to Appendix C outlining your break entitlements. You are required to receive and take these. Any concerns please contact your consultant.

Timesheets

To ensure you are paid correctly and on time, please:

- Complete all columns on your timesheet including total hours
- Lunch is unpaid, must be taken if working more than 4 hours. This must be deducted from the total hours
- Minutes are calculated in 0.25 so please round up or down (1/4 hour / 15min)
- Once you have fully completed, take to your supervisor to review and sign (feel free to take a photo at this time for your records)

Refer to sample timesheet (Appendix D)

Contact Details

Remember: Asset is your employer - should you have any queries, call your Consultant.

Carmel Strange - Commercial Temp Consultant

021 991 810, carmel@assetrec.co.nz

Pearl Parsons - Industrial Temp Consultant

0800 Asset1 (0800 277381), 021 845 753, pearl@assetrec.co.nz

Appendix A

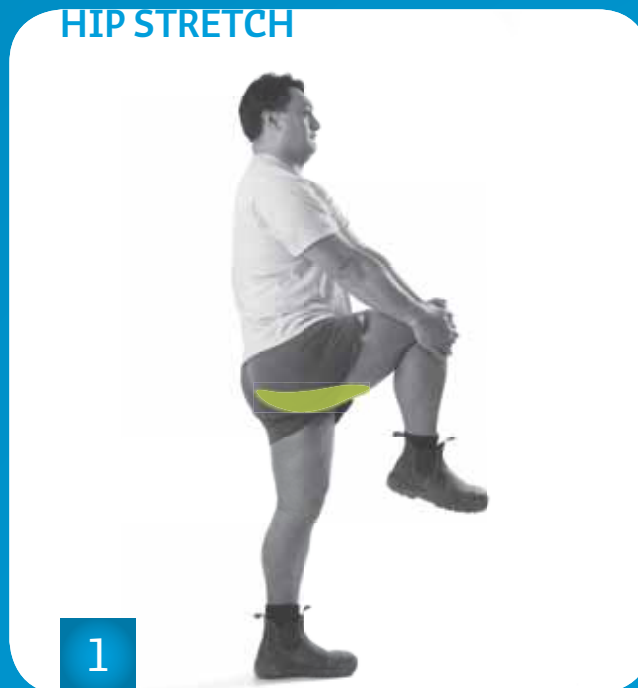
Stretches for manual workers

- 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 shift 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



1 HIP STRETCH



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

2 BACK EXTENSION



- Stand with feet hip-width apart, leaning on a stable surface.
- Curve backwards to stretch back into extension.

3 TRUNK STRETCH



- Stand with feet hip-width apart.
- Reach up, clasp wrist.
- Breathe in, as you breathe out lean sideways towards the bent arm.

4 FRONT THIGH STRETCH



- Using support, stand on one leg.
- Keep knees side-by-side, bring heel towards your buttock.
- Try to keep your back straight.

5 LONG CALF STRETCH



- Lean into a wall with one foot in front of the other (shoulder width apart).
- Lean onto front leg, heels on the ground, back knee straight.

6 SHORT CALF STRETCH



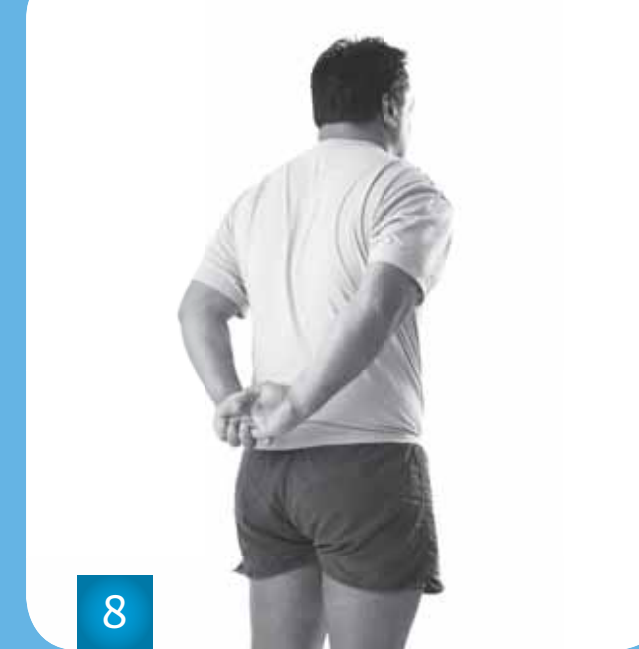
- Lean into a wall with one foot in front of the other (toes forwards).
- Lean onto front leg, heels on the ground, bend back knee.

7 HAMSTRING STRETCH



- Stand with one heel on a stable surface, knees slightly bent.
- Bend forwards gently.
- Keep head up and bottom out/back.

8 CHEST STRETCH



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

9 TRICEPS STRETCH



- 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.

10 SEMI SQUAT



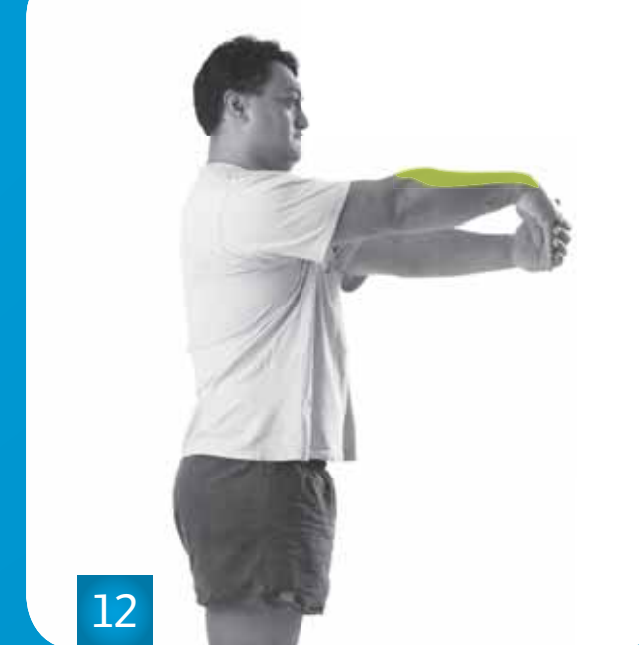
- Stand with feet hip-width apart, shoulders relaxed.
- Bend knees, head up, bottom out.
- Aim to keep knees over your toes.
- Hold 3 -5 seconds, repeat 10 times.

11 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.

12 BACK OF FOREARM STRETCH



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



Appendix B

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.

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CHIN TUCK



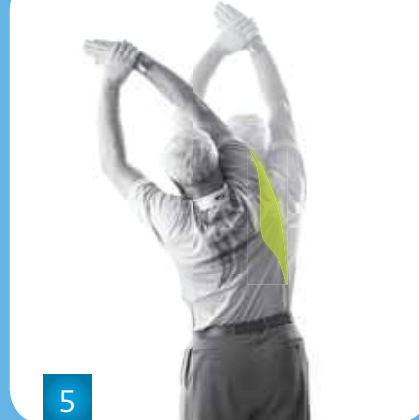
- Sit tall.
- Tuck chin in (keep eyes level and relax shoulders).

NECK SIDE BEND



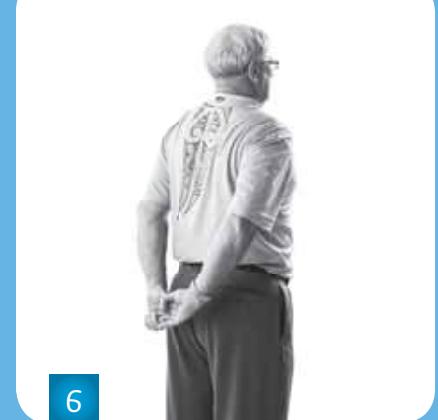
- Tuck chin in, look straight ahead and take ear to shoulder.
- Push opposite shoulder to the floor.

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



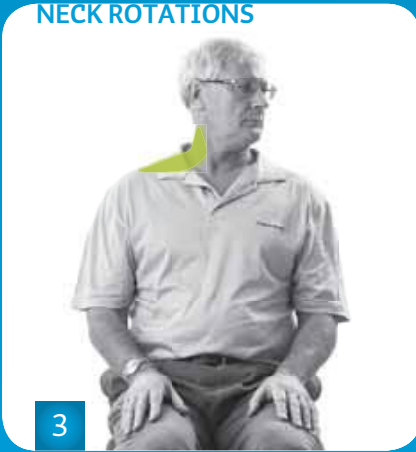
- Drop arms to your side.
- Relax neck and shoulders, shake hands.

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.

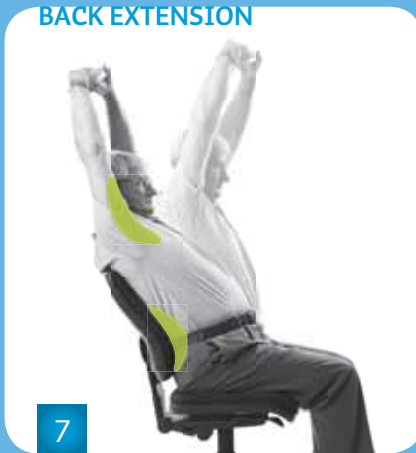
SHOULDER SHRUGS



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.





Minimum rest and meal breaks for employees

Length of employee's work period	Minimum number of rest and/or meal breaks	If the employer and employee cannot agree to the timing of breaks, an employer must provide breaks at the following times, so far as is reasonable and practicable.
2.00 - 4.00 hours	1 x 10 minute paid rest break	In the middle of the work period
4.01 - 6.00 hours	1 x 10 minute paid rest break	One-third of the way through the work period
	1 x 30 minute unpaid meal break	Two-thirds of the way through the work period
6.01 - 10.00 hours	1 x 10 minute paid rest break	Halfway between the start of work and the meal break
	1 x 30 minute unpaid meal break	In the middle of the work period
	1 x 10 minute paid rest break	Halfway between the meal break and the finish of the work period
10.01 – 12 hours	1 x 10 minute paid rest break	Halfway between the start of work and the meal break
	1 x 30 minute unpaid meal break	In the middle of the first 8 hours of work
	1 x 10 minute paid rest break	Halfway between the meal break and the end of the first 8 hours of work
	1 x 10 minute paid rest break	Halfway between the end of the first 8 hours of work and the end of the work period
12.01 to 14 hours	1 x 10 minute paid rest break	Halfway between the start of work and the first meal break
	First 30 minute unpaid meal break	In the middle of the first 8 hours of work
	1 x 10 minute paid rest break	Halfway between the meal break and the end of the first 8 hours of work
	1 x 10 minute paid rest break	One third of the way between the end of the first 8 hours of work and the end of the work period
	Second 30 minute unpaid meal break	Two thirds of the way between the end of the first 8 hours of work and the end of the work period
14.01 to 16 hours	1 x 10 minute paid rest break	Halfway between the start of work and the first meal break
	First 30 minute unpaid meal break	In the middle of the first 8 hours of work
	1 x 10 minute paid rest break	Halfway between the first meal break and the end of the first 8 hours of work
	1 x 10 minute paid rest break	Halfway between the end of the first 8 hours and the second meal break
	Second 30 minute unpaid meal break	Halfway between the end of the first 8 hours and the end of work
	1 x 10 minute paid rest break	Halfway between the second meal break and the end of work

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Timesheet

Timesheets must be received by Asset Recruitment Ltd
by 5pm Friday.

Company Name:

ABC Business Ltd

Reporting To:

Carmel Strange

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:

Pearl Parsons

Temp Signature:

[Signature]

Week Ending Date:

5.6.22

Continuing



Completed



Terminate



Were there any H&S incidents?



Yes



No

Day	Date	From	To	Less Lunch	Hours
Monday	30.5.22	7am	4pm	30min	8 + 30min
Tuesday	31.5.22	10am	7:15pm	30min	8 + 45min
Wednesday	1.6.22	8am	1:30pm	30min	5
Thursday	2.6.22	3pm	7pm	no break	4
Friday	3.6.22	sick			
Saturday	4.6.22	--	--	--	--
Sunday	5.6.22	--	--	--	--
Total Hours					26 + 15min

Requests: 3.6.22 sick pay or hol pay if no sick available

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 (where the introduction to that person/organisation arose out of or was made as a result of an Assignment or otherwise), employ the Temporary on a permanent, temporary or part-time basis (including an independent service contract with the Temporary) within six (6) months of the termination of the Assignment or (where appropriate) the most recent referral whether such employment is initiated by the Temporary, the Client or any other person or organisation.

Has the temporary employee been inducted?



Yes



No

Client Signature:

[Signature]

Date:

3 / 6 / 22

Psychological Wellbeing



Psychological well-being is a core feature of mental health, and may be defined as including hedonic (enjoyment, pleasure) and eudaimonic (meaning, fulfillment) happiness, as well as resilience (coping, emotion regulation, healthy problem solving).

Helplines

- Need to talk? (1737 – free call or text) any time for support from a trained counsellor.
- The Depression Helpline (0800 111 757) 757 or free text 4202 (to talk to a trained counsellor about how you are feeling or to ask any questions).
- Healthline (0800 611 116)
- Youthline (0800 376 633)
- The Lowdown Text 5626 for support to help young people recognise and understand depression or anxiety.
- Alcohol Drug Helpline (0800 787 797)

Domestic Violence Support Organisations

- “Lifeline” 0800 54 33 54
- “Women’s Refuge” 0800 733 843
- “2Shine” 0508 744 633
- “Shakti” 0800 742 584
- “Are You OK?” 0200 456 450
- Also suggest the call the police 111

Support for those concerned about substance use and/or gambling

If you, or those around you, are concerned about your substance use and/or gambling, there are helplines available:

- Alcohol Drug Helpline Call 0800 787 797 or Text 8681 for advice, information, and support about drinking or other drug use.
- Gambling Helpline 0800 654 655 or Text 8006. Support for those worried about gambling or the gambling of others.

We offer EAP Services to all employees call 0800 327 669

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PICK UP TIPS

HOW TO LIFT SAFELY



GET A GOOD GRIP

Use both hands, and grasp opposite corners.



KEEP IT CLOSE

As you lift, keep your back straight and the load close to your body.



KEEP IT IN THE MIDDLE

Hold the load between shoulder and knee height and don't overreach.



SLIDE AND TIGHTEN

Pull the load toward your stomach.



TRY NOT TO BEND BY KEEPING YOUR HEAD UP

If you must, bend your knees to reach or pick lower objects.



STEP OR PIVOT

Don't twist or side bend while moving with a load.

