Alpha Recruitment Group

Specialist Recruiters

Temporary, Permanent & Contract Roles

Health & Safety and General Wellbeing - Assigned Staff

alpha RECRUITMENT · PROJECTPLUS · healthwise Personnel · The Johnson Group

staffwise PERSONNEL · asset recruitment · SOURCE HR&RECRUITMENT · EMERGENT · TRIANGLE recruitment

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WELCOME

Welcome to Our New Assigned Employees!

You are part of a company that is one of the most highly regarded within the recruitment and consulting industry. We work hard to maintain our reputation for excellence and in offering you the opportunity to represent us in our clients we are planning a high degree of faith in you and your skills.

We wish you every success in your new job and we trust that your association with our company will be rewarding and satisfying.

If you have questions about anything presented here, please speak to your consultant. Remember that your consultant is only a call away and they should be the first

person you call if you need anything:

Auckland: (09) 524 2336

Hamilton: (07) 839 3685

Wellington: (04) 499 3270

HEALTH & SAFETY

You have reviewed the Health & Safety Policy (which can be found in the Company Handbook – Assigned Staff), and viewed the Health & Safety video, let's take a closer look how this will look and work once you have started on an assignment.

You work in a unique situation where there is a three-way relationship for which all three parties are responsible for your health & safety at work, in brief;

1. Yourself;
    a. Looking after your own health and safety is important.
    b. Be mindful of your actions and how it can impact on the health and safety of others.
    c. Follow all reasonable instructions given to you by a manager or person(s) authorised to give such instructions.
    d. Only complete tasks you have been trained to do and observe all safe work methods.
2. Client you are working at;

    You will be at their site and they will be supervising you on a day-to-day basis, therefore they have a level of responsibility to provide a safe working environment and the necessary tools to keep you safe while on their premises.
3. Our company (Alpha Recruitment Group)

    As we are your employer, much the same as the client whose site you will be working at, we are also responsible for providing you with a safe environment and the necessary tools to keep you safe while at work.

Emergency Procedures / General Safety

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

- Attend a Health & Safety Induction provided by the client.
- Check that you know the sites emergency procedures in the case of fire or if you need to evacuate.
- Get on-the-job instruction on unique equipment use.
- Make sure you understand the correct operational procedures in the office/warehouse/general

work area.

You will be asked to sign your induction and this will be kept on your record. This is mandatory for your continued presence on those sites.

Reporting Incidents, Accidents, Near Misses and Hazards

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

Who do I report these to?

- On-site supervisor
- Your consultant

When do I report them?

As soon as it is safe to do so, ideally immediately. Not just the client but your consultant too.

Why is this important?

Why your supervisor? – they can immediately ensure the correct steps are taken to look after you which might involve first aid, taking you to a doctor or adjusting your work and monitoring you. They can also take the necessary steps to ensure this does not happen to anyone else.

Why your consultant? – as your employer we are responsible for your wellbeing. This means we will check in on you and follow up with the client you are working for to ensure the necessary steps are taken to remedy any causes of incidents, accidents, near misses and hazards. We can guide and support you through recovery.

Believe it or not filling out a report is not as important as ensuring you are okay and everyone is working in a safe environment. But if we do not know then we cannot help.

You may be asked for additional details and you may find that you are one of several people asked to describe the event.

You must keep us 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.

Reporting Pain and Discomfort

There are times we may feel pain and discomfort. This may not even have happened at work. For example, you may have fallen at home and have some discomfort in your leg or back. It is important for us to know so we can ensure you do not do anything to aggravate and cause a more serious injury.

Personal Protection Equipment

There may be roles where you are required to use personal protection equipment (PPE). In these roles the company will issue you with PPE required to perform your role safely.

If you are issued with PPE gear it is your responsibility to ensure that it remains in good working order, that you are using/wearing it correctly and that it is kept securely. If you notice damage to the PPE gear, or the item becomes unusable for any reason whatsoever, you must notify us immediately so that we may issue with new PPE gear or get the PPE gear repaired.

It is important to note that you may have personal liability under the legislation for failure to do so.

Hazard Identification and Remediation

What is a Hazard?

Something that has the potential harm to a person or persons.

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 our company.

Potential hazards may include:

- Manual handling
- Falling items from shelves, cupboards
- Poor flooring, loose stairs, broken handrails and cables lying around which could cause skips, trips or falls
- Moving vehicles, machinery and parts
- Equipment for manufacturing/storing or moving goods
- Poor lighting
- Extremes in temperature
- Dangerous electrical situations
- Fatigue
- Poor ergonomically designed equipment causing musculoskeletal problems
- Excessive or irritating noise
- Dangerous chemical or toxic substance exposure (cleaning materials, sick buildings).
- Exposure to airborne bacteria from air conditioning
- Potential radiation exposure
- Excessive vibration of equipment
- Heavy workloads and work pressure causing emotional stress
- Mental harm or physical/mental fatigue

If you have identified a potential hazard that cannot be easily rectified, and as such requires attention from us, please report it immediately to the consultant that placed you in your assignment. Without repercussion, should you feel you are in immediate and imminent danger of serious injury stop what you are doing and contact your consultant and/or health and safety representative immediately.

Stretches for manual workers:

Stretches for office workers / assemblers:

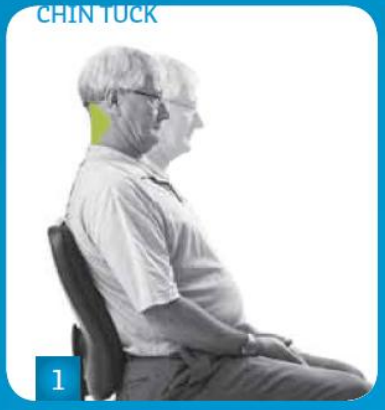
Stretches for the office

- 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

NEW ZEALAND SOCIETY OF PHYSIOTHERAPISTS

CHIN TUCK



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

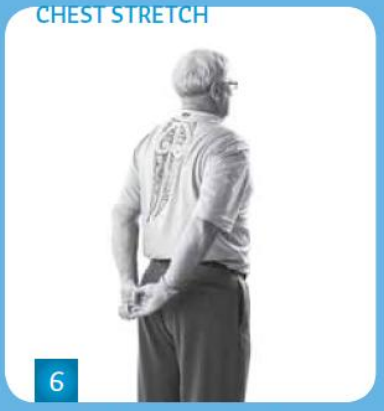
NECK SIDE BEND

- 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

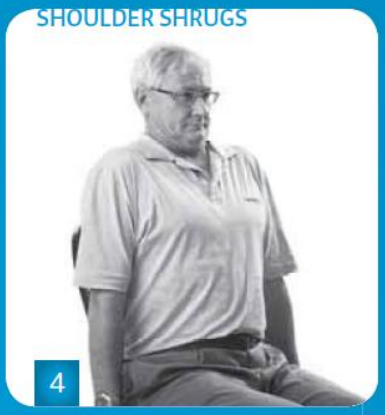
- Relax shoulders, elbow bent, bend wrist, keep palm facing up.
- Hold hand and gently straighten elbow stretching fingers back and down.

Stretches for office workers / assemblers continued:

NECK ROTATIONS

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

SHOULDER SHRUGS

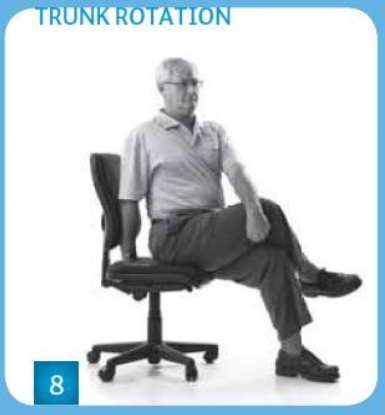


- Raise shoulders up towards ears.
- Push shoulders down, reaching fingers towards the floor.

BACK EXTENSION

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

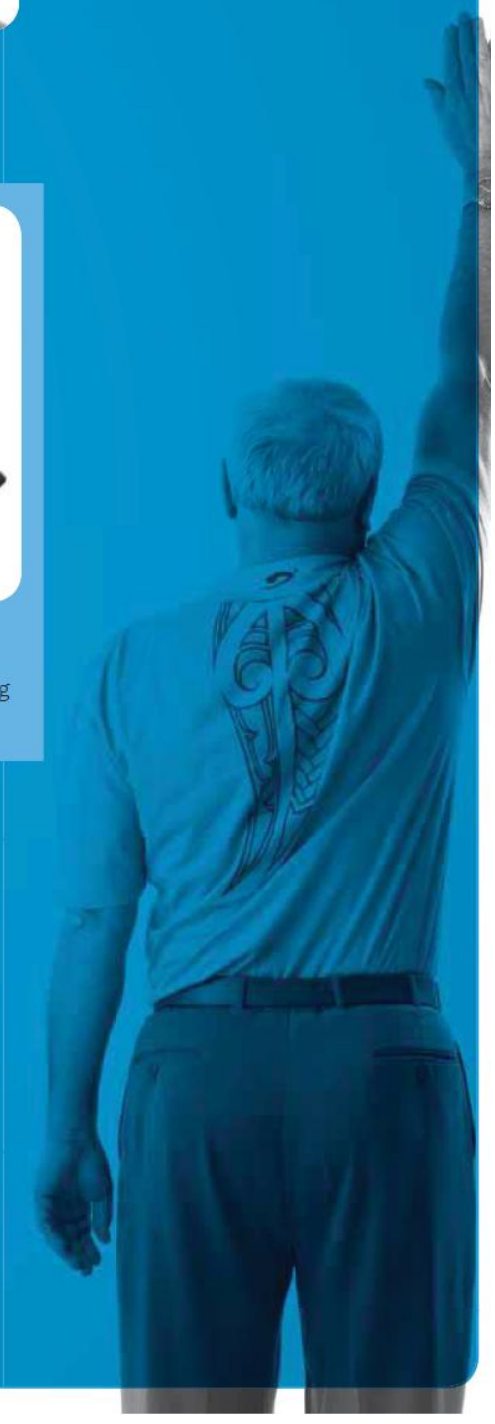
TRUNK ROTATION



- 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

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



Manual Handling – Pick Up Tips:

WELLBEING & FATIGUE MANAGEMENT AT WORK

We are committed to fostering good habits that promote your wellness and ability to sustain the high levels of activity that are expected of you as an employee.

Stress is a normal component of our work however it is our intention that you will not be subjected to excessive workloads, onerous working practices or a detrimental working environment which might, if unchecked, cause you stress that leads to physical or mental impairment.

We will identify and assist those employees who are suffering from impaired mental and physical wellbeing, for whatever reason, and investigate alternatives that reduce or transform the input stress factors, or, if this is not possible, review their role within the organisation.

We recognise that on occasion there are factors which may cause temporary loss of health and wellbeing. Two major external sources are consistent lack of sleep, and excessive consumption of alcohol or illicit drugs. Lack of sleep may be caused by many different factors and we suggest that you take professional medical advice if this is ongoing. We will not be tolerant of employees who are impaired at work due to consumption of alcohol or illicit drugs (see our Drug and Alcohol Policy in the Company Handbook – Assigned Staff).

Practical ways to take care of your wellbeing:

- Taking your contracted meal break, either lunch or other meal, depending on the hours that you are working (see Hours of Work section of the Company Handbook – Assigned Staff). This time is made available to you so that you have an opportunity to refresh and recharge yourself for the period following the break. Please be aware that this time is not transferable to other periods.
- Taking the allowed rest breaks during your working sessions. These are typically two breaks of 10 minutes each approximately midway within your work sessions around your meal break.
- Take microbreaks that allow a change of posture (e.g. standing up and moving around), release of tension through stretches, rotating of work positions if possible.
- Using opportunities to continue working but be on your feet, for instance where you are provided with wireless headsets these do allow some movement around the office while you are on the phone
- Taking the opportunity to get regular exercise outside normal work hours. We understand that this is purely an individual choice. Research shows the beneficial effects of even short periods of moderate to aggressive exercise.

We recognise fatigue can be caused by many potential factors that make a worker feel a state of physical and/or mental exhaustion. Fatigue affects a person's health, increases the chance of workplace injuries occurring, and reduces performance and productivity within the workplace. We rely on our workers being physically and mentally alert.

Fatigue is a lingering tiredness that is constant and limiting. With fatigue, you have unexplained, persistent, and relapsing exhaustion. It is similar to how your feel when you have the flu.

Signs of fatigue:

- Lack of energy and feeling sluggish
- Constant yawning
- Slow reaction time
- Headaches and/or dizziness
- Muscle weakness
- Blurred vision

Prevent fatigue

Fatigue can make it hard for you to work safely. It can make you forget things, make mistakes and unsafe decisions, and have slower reactions. Fatigue is caused by lots of different things, so it's important to understand how you can prevent it. To find out more, see WorkSafe's website.

Breaks

Please refer to the poster below for your break entitlements.

NEW ZEALAND AT WORK

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

EXTERNAL SUPPORT

You are responsible for your own health and wellbeing both in and outside work. We acknowledge that individuals do this in many different ways. However, we encourage you to take advantage of initiatives offered and sponsored by the Alpha Recruitment Group from time to time, especially those that include a mix of physical and mental initiatives. These are typically voluntary and we will respect your decision should you decide that you do not want to take part.

It is your responsibility to advise us of circumstances which are impacting on your physical and mental health and wellbeing, whatever the cause. You may also seek help from your GP or speak to your manager about any health and wellbeing issues (particularly if it is your belief that your work or the working environment is the problem). Any concerns, or recommendations from your GP, will be heard sympathetically, investigated and where appropriate, steps will be taken to assist.

We have access to an external employee support capability through EAP Services (see www.eapservices.co.nz) and you are able to self-refer for their confidential services if you feel such may assist you to maintain good mental wellbeing. You may be referred informally to such services in agreement with your manager, or formally referred by your manager who will complete a formal referral form and advise you of the referral that they have made for you.

See our Psychological Wellbeing poster (following page) for other available external supports and their contact details.

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!

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)
- Mates in Construction (0800 111 315)

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.

Alpha Recruitment Group offers EAP Services to all employees – 3 sessions free 0800 327 669