

The background image shows a modern office environment with light-colored wood-paneled walls. In the center, three people are seated around a table, engaged in a discussion. A woman with blonde hair in a bun and glasses is on the left, gesturing with her hand. A woman with dark hair is in the middle, looking towards the first woman. A man with a beard is on the right, seen from the back. To the right of this group, another man and woman are seated at a different table, looking at a large screen displaying data. The lighting is warm, with two black pendant lights hanging over the central group. The overall atmosphere is professional and collaborative.

Health & Safety Induction

All Prospective Employees



Agenda

What we do

What can we offer

Vision Statement

The Success Group Team

Registration Process

Health and Safety

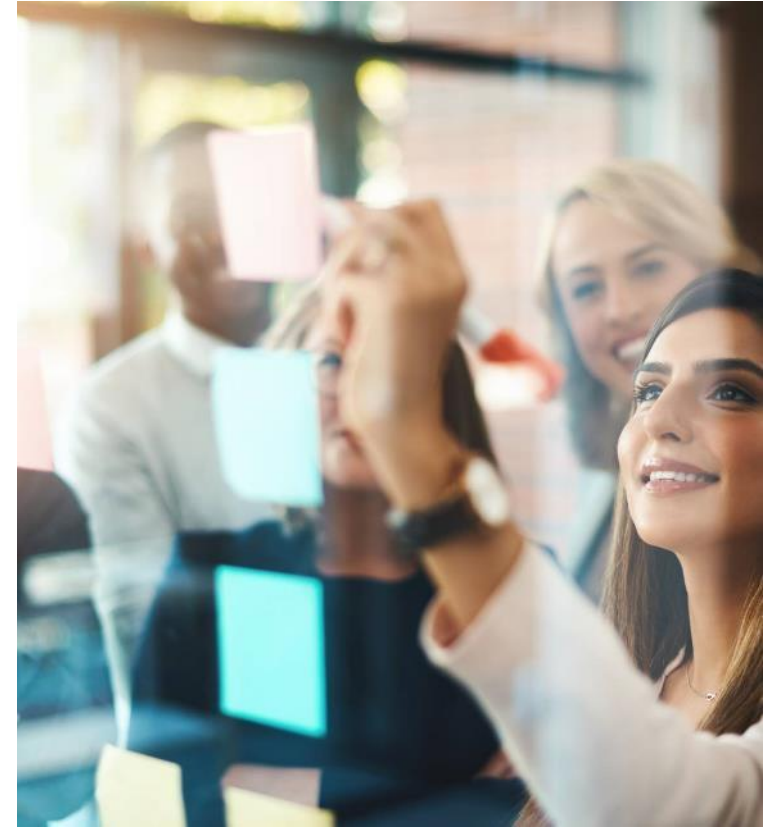
What we do

Success Group Ltd is a locally owned and operated Recruitment and Human Resource Solutions Company, established in 1998 offering the below services:

- Permanent placements
- Fixed term contracts
- Casual/temporary assignments
- Contract negotiation advice to both employees and employers
- Human Resource advice and consultancy
- Health and Safety advice and consultancy
- Occupational Health Checks
- Pastoral care, Thrive 360 (counselling)
- Workplace Drug Testing
- Immigration support
- Construct safe / Site safe
- International recruitment

We are pleased you've chosen us...



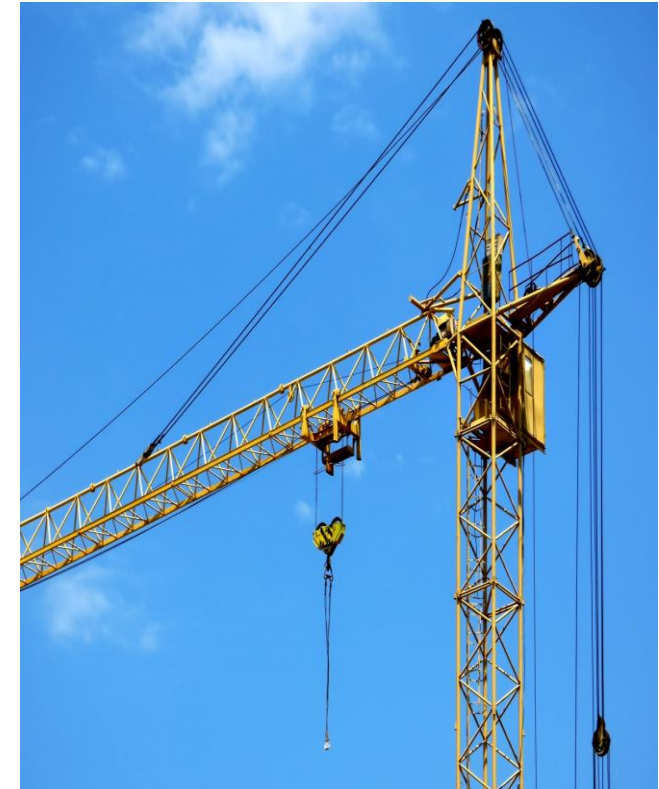


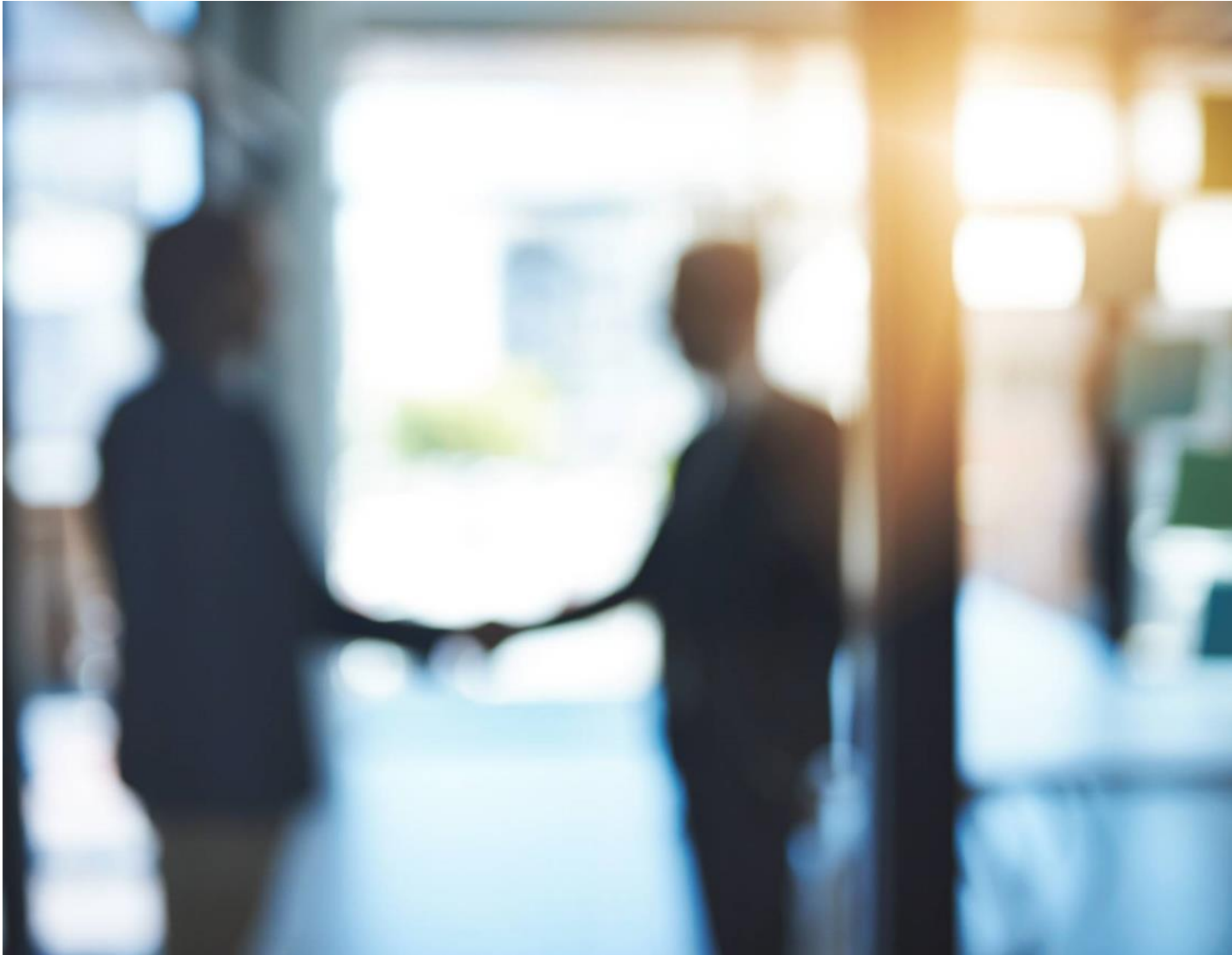
What can we offer

Working across a broad range of industries we can offer roles in the following but not limited sectors:

What can we offer

- Accounts and administration
- Promotions & Events
- Call center / Telemarketing
- Retail
- Civil Construction / Roothing
- Marketing & Sales
- General Construction / Building
- Customer service
- Senior Management
- Truck & Heavy Machinery Operations
- Supervision and Middle Management
- Engineering Trades
- Factory and Production
- Warehouse and Logistics
- Marine & Offshore
- Labouring





Vision Statement “Respect in Employment”

- Our **employees** and their whanau deserve to be respected for the work they do, for being available for Success Group Ltd. You have the legal right to have a safe environment to work in, and to be paid fairly.
- Our **clients** deserve to be respected and provided with staff that will turn up on time, have the skills, knowledge and experience required to carry out their assignments, putting in a fair and honest days work.
- **Success Group** Ltd deserve to be respected in our relationships with all our stakeholders, To be spoken to with respect, to be treated with honesty and integrity and to be paid fully and on time.

Registration

Registration as a casual employee with Success Group Ltd is not automatic or guaranteed. You may be required to complete personality profiling and skills-based assessments. As part of Success Group Ltd Pre-employment assessments, you may also be asked to consent to [ACC, Drivers, MOJ checks](#) and a drug test. *(MOJ adverse result will not necessarily disqualify you from being offered work)*

Once these checks and your reference check's have been conducted and a satisfactory result returned, you will be registered and made active on our database. We will then contact you as soon as we have a suitable position.

You are encouraged to maintain [regular contact with us](#), all calls are acknowledged and recorded.

We also ask that you call the office should you find other employment, need to update your details or ask to be made inactive due to having found permanent employment.



Ideal candidate Attributes

- Proven skill, knowledge and experience for the role / applied for
- Recent work history with contact details for referees who can vouch for that period of employment
- Able to sit, understand and pass both client and Success Group Ltd workplace inductions
- Able to pass pre-employment drug/alcohol screening
- Own Transport
- Own phone

Licences and Logbooks

Ensure you have the correct and current licence to be able to drive and operate respective vehicle / machinery for more information visit - <https://www.nzta.govt.nz/driver-licences/getting-a-licence/licences-by-vehicle-type/>

When driving a company vehicle of any sort, you must be able to produce the appropriate licence on request.

If you become a disqualified licence holder, your licence expires or become invalid, [ensure you inform Success Group Ltd](#) as soon as possible.

Your logbook responsibilities for classes 2 through to 5

- Keep only one logbook at a time
- Ensure information recorded is complete, correct and readable
- Ensure that the client receives the “employee” copy of your logbook entry within 14 days of completing that record
- Retain the logbook for at least 12 months after the date of the last entry
- You must adhere to the logbook requirements of your licence

Should you require a copy of the “work time and logbooks requirements” please ask your Success Group Ltd consultant or visit – <https://www.nzta.govt.nz/commercial-driving/commercial-safety/work-time-and-logbook-requirements/>

Training and Qualifications

While all roles require a certain level of skill, knowledge and experience prior to placement, there are specific roles that require you to have the relevant training, qualifications and skills before you start your assignment.

If you would like to receive training in a specific area or for an extra category with your driver's licence, let your consultant know and we may be able to arrange it for you.

Falsifying your CV, providing a false reference or misleading Success Group Ltd about your qualifications will result in instant dismissal from any assignment you are on and automatic removal from our database.

Payrates

* Pay rates may vary from one assignment to another. The rate will always be confirmed prior to any assignment.

* As a casual employee you always have the option of refusing an assignment if you do not feel comfortable with the pay rate or any other aspect of the role.

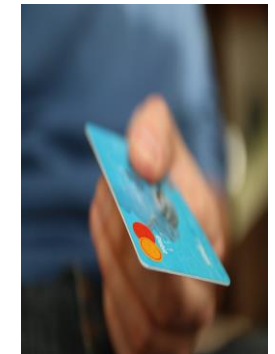
* Success Group Ltd does not take a percentage of the employee's hourly rate.

Timesheets

* A separate timesheet is required for every assignment

* Your timesheet has a box for every day that you work marking "accidents / near misses to be reported daily". Please ensure that you mark the box with a Y or N every day that you have worked. Any queries please call your consultant.

* Wages are paid on Thursday of each week by direct credit to your nominated bank account. This is providing Success Group Ltd receives a client authorised approved timesheet by 11 am on the first working day of the week you worked. It is **YOUR** responsibility to ensure **YOUR** timesheets are in on time.



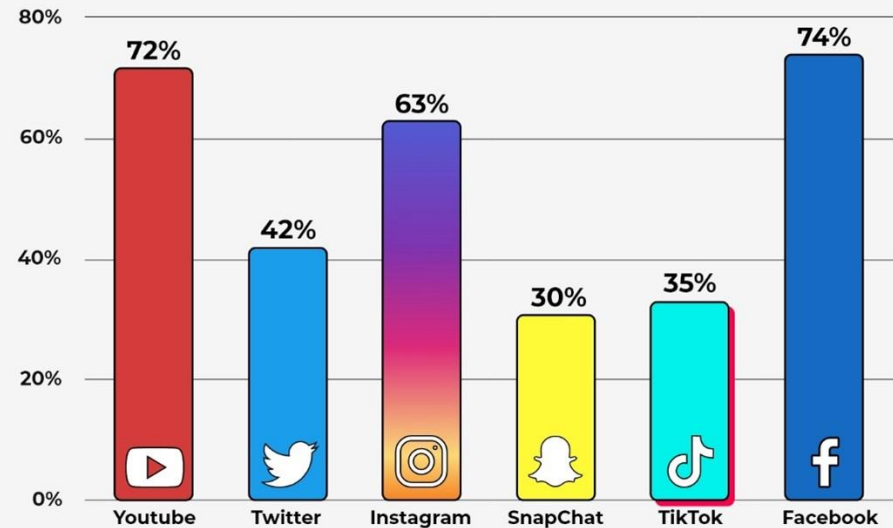
Social Media

Our clients respect their privacy

Please ensure that you **do not** do any of the following:

- Make unkind comments about their Company or another employee on any form of Social Media (including on email)
- Post Company or Customer related information or technical data
- Act as spokesperson on behalf of the company without our Managing Directors prior approval
- Use our clients name where it has the potential to bring their company into disrepute

Percentage of People Using Social Media on a Daily Basis



<https://www.facebook.com/successhr.co.nz/>

<https://www.linkedin.com/company>

<https://www.thesuccessgroup.co.nz/>

Health & Safety



SAFETY STARTS WITH ME

- Act responsibly, always adopting safe work practices!
- * Notify your onsite supervisor / manager (then Success Group Ltd as soon as reasonably practicable within 24 hrs.) if you experience any pain or discomfort at work
- Stay hydrated and maintain a healthy diet
- Get adequate rest to avoid fatigue. Being fatigued may result in you making poor decisions and / or react slower
- It is your responsibility to tell your Success Group consultant if you are not fit to work

SIGNS

- Many signs are not read so make a point of reading these on your first day.
- Identify the following:
- The first aid kit / fire extinguishers
- The nearest emergency exit to your workstation / site
- The assembly points in event of an evacuation
- What are prohibited practices in your work area

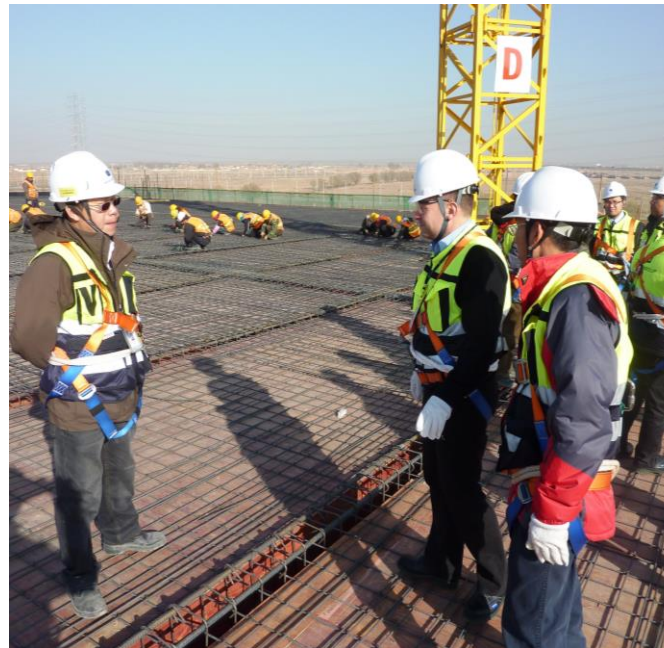
Health & Safety

MAKE CONTACT

Contact our office and speak with your Success Group Ltd consultant before commencing work if:

- You have any safety concerns about your working conditions or
- You are provided with equipment you consider is not safe to operate or
- You have not been given sufficient training for any equipment you are using
- Updates on your Health status

Under the Health & Safety work Act 2015 it is your responsibility to [notify The Success Group Ltd immediately](#), or as soon as reasonably practicable, if you have either an injury, accident or near-miss.



ZERO HARM

To achieve this, it is imperative that all of us develop and maintain a safety culture, throughout Success Group Ltd.

This culture is crucial for our safety management system, and it is vital that everyone in the company support these systems.

All Success Group Ltd employees, whatever their role, carry the primary responsibility to ensure that the work they undertake is carried out safely and without injury or harm.

Our priority must always be the well-being of our employees. No task is so important that a person's safety or wellbeing is put at risk.

If you are unsure of anything then please ensure that you notify your Success Group Ltd consultant

A copy of our Health & Safety manual is available for your perusal at any time, we strongly encourage you to read this

Hazards / Risks & Workplace Incidents

Staying safe at work:

- What am I doing? Know the tasks that are set out before, and understand what you are doing
- What could go wrong? Look at all the hazards and risk around you
- What can be done to make it safer? Do you have the right tools and equipment to do the task you have been given?

During your assignment induction you should have all hazards and / or risks associated with the work you will be performing, and work area explained and identified to you.

- Please ensure you are made aware of who the Health & Safety officer is and that you are shown the emergency procedure
- Be aware of your surroundings and the actions of others working near you
- Report all hazardous or risk situations to your identified on-site supervisor and Success Group Ltd consultant

ASSESS the Risk or Hazard

ELIMINATE the Risk or hazard to prevent danger

MINIMISE the risk if elimination is impossible, ensuring that you secure the safety of others including yourself



Hazards / Risks & Workplace Incidents



All Hazards and risks should be reported to your identified site safety supervisor, as well as your consultant at Success Group Ltd as soon as is reasonably practicable.

If you feel you are being asked to work in an unsafe manner or to operate broken machinery, do not do so until you have informed the on-site safety supervisor, and the situation has been rectified.

Definitions:

Accident – an undesired event that causes damages to property, loss to process or harm/injury to people and then needing to seek professional medical treatment.

Injury or Harm – an instance of something happening, an unexpected event or occurrence that doesn't result in serious injury, loss or illness but may result in property damage, injury or harm and only would require first aid treatment for injuries

Near Miss – an incident which did not result in injury, illness or damage, but could have potentially done so

Any of the above accidents / incidents or near misses must be reported immediately or as soon as reasonably practicable to Success Group Ltd and your supervisor



Hazards / Risks & Workplace Incidents

Should you be directly involved in an accident or incident that results in you being taken to a Medical Centre or Hospital, Success Group Ltd will, on hearing of the accident / incident, send a representative to the Medical Centre or Hospital. Every assistance will be offered to you by our representative.

Non – Workplace accidents

At times you may get caught with an injury outside the workplace. These injuries may affect your ability to work for us. These cases are also required to be reported to your consultant as soon as practicable.

Any injury that prevents you from working will require ACC paperwork to be completed. This paperwork requires the Employer to be listed – please remember Success Group Ltd is your employer, not the client that you are on assignment for.

If rehabilitation is required, Success Group Ltd will work in conjunction with ACC, the medical practitioner and you, the injured party, to ensure you return to work safely. You will only be able to return to work with a full medical clearance given by your doctor.



Hazards / Risks & Workplace Incidents



Completing an Accident / Incident or Near Miss Report

What is the purpose of the report?

- To enable Success Group Ltd to be aware of all operational Hazards and Risks in your workplace, a legal requirement placed upon all employees to [report these to your Success Group Ltd consultant](#).
- To enable action to be taken to eliminate or minimize the Hazard or Risk and improve operational knowledge that can then be passed on during training / inductions.
- To ensure that a full and accurate account of the accident / incident or near miss is recorded. This knowledge will assist in planning an appropriate course for rehabilitation, retaining and future referencing for trends.

The report is required to be completed by the person/s involved in the accident / incident or Near miss in consultation with your Success Group consultant. This report should be filled in at the time of the Accident / Incident or Near Miss or as soon as reasonably practicable.

Regular Health & Safety meetings and Newsletter

A Health and Safety meeting is held regularly at Success Group Ltd. You are all encouraged to contribute and express any work, health or safety concerns or ideas in relation to the sites that you work on through your consultant. We value your views to make changes to ensure that we are providing a safe and healthy workplace.

There is Health is a Health & Safety newsletter that is sent out monthly via email.



Manual Handling Tips

- Stand reasonably close to the load, feet hip-width apart with one foot slightly forward pointing in the direction going forward
- Knees should be bent while maintaining good posture
- Get a secure grip on the load and use handles if provided
- Breathe in before commencing the lift
- Carry out the lift smoothly using the legs to take the strain, keeping your back straight, chin up, and arms close to the body
- Step off in the direction the advanced foot is pointing, keeping the load close to the body
- If necessary, stop for rests
- Avoid any jerky or twisting movements to avoid back/body strain
- Use an approved ladder to reach loads above your shoulders or ask for assistance



Personal Protective Clothing

Before commencing work, you must ensure that you are correctly attired in the appropriate clothing, footwear and equipment. Should you require any PPC or PPE, Success Group Ltd can assist with the following.

- * Hi vis clothing
- * Hard hats
- * Protective Gloves
- * Safety Glasses
- * Steel Capped boots / gumboots
- * Ear plugs
- * Wet weather gear

It is a legal requirement to wear the appropriate PPE/PPC on the worksite. If you are sighted not wearing it, you can be ordered of the worksite and fined from WorkSafe

Responsibilities

Employee:

All employees of Success Group Ltd are expected to maintain certain standards while on assignment

They include:

- Being on site and ready five minutes before the assignment is due to start
- Dressing in a neat and tidy manner suitable for the assignment you are on
- Keeping a maximum standard of personal hygiene
- Not using cell phone for texting or personal calls while working
- Always carrying current standard of performance as a representative of Success Group Ltd

Employer:

- To provide and maintain a safe and healthy work environment
- To ensure all employees are treated fairly and with respect by both the team from Success Group Ltd and our clients while they are on assignment
- All employees are given a fair opportunity
- To act in good faith as per the Employment Relations Act 2000 and its amendments



Success Group Ltd

Emergency Information

- You must sign in when entering the building, this provides us with a full list of people on site in the event of an emergency
- If you are in the office and an emergency should occur, you will hear the word “fire” three times and or a shrill piercing alarm sound
- If you hear this, you are to evacuate the premises as soon as possible and head to the meeting point that you will be directed to outside of the office
- You are to wait at this point until everyone has been accounted for the Emergency Evacuation Warden gives the all clear to re enter the building
- You will be informed of the evacuation process for each assignment work site whilst completing their own onsite induction





Summary

- Do not jeopardise yourself or others by working in an unsafe manner
- If you consider the environment is unsafe – stop working and contact your on-site Safety Representative and Success Group consultant
- Ensure you use correct clothing (PPC and equipment (PPE)
- Report all accidents, incidents or near misses immediately or as soon as is reasonably practicable (within 24 hours)
- Use correct lifting techniques – lift with your legs, not your back
- Report all new / unknown hazards and risks to your safety supervisor
- If in doubt, contact your Success Group Ltd consultant



Thank you for completing the Success Group Induction

Please advise the receptionist when you have finished, and they will let your consultant know.
Your consultant will then check it over and go through any concerns with you.