

Health & Safety Induction Handbook





Introduction

For over 15 years Profile Group has serviced New Zealand across - Accounting, Administration, Executive, Technology, and other Business support roles.

Part of that service involves ensuring the safety of our temporary staff and making sure the injuries they sustain at work are managed to the highest standards.

This document will provide a range of information on how those processes work and how you can contribute to them, if you wish.

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Polices, Procedures and Objectives

To ensure we deliver to a high standard, we have a range of Policies, Procedures and Objectives which drive us forward. These are permanently viewable by you here:

<https://www.profilegroup.co.nz/health-safety>

Accredited Employers Program

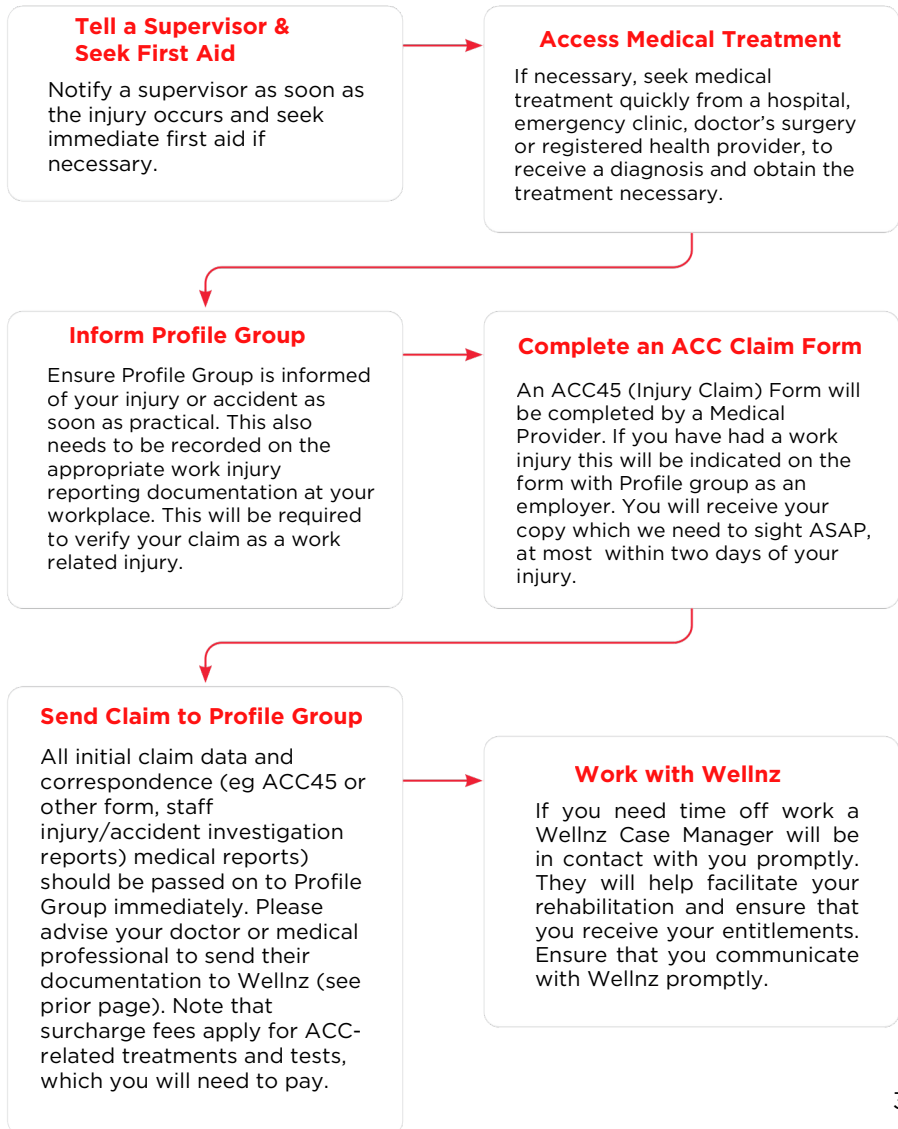
Profile Group has recently partnered with ACC to self-manage our workplace injury claims. This means you will receive a dedicated case manager to help you navigate the health system. They will help you understand what care you are entitled to and smooth out the pay process. It's important to know that your rights and responsibilities are the same as if your claim were managed by ACC.

For more details on the scheme and your rights, please click this link: [Workplace Accident Insurance Document](#)



Injury at Work Process

If an injury occurs, remember that it's essential to notify your supervisor right away and seek first aid if needed. Our dedicated team at Wellnz is here to support you in recovery and rehabilitation. We're committed to working with you to ensure a smooth return to work.



Hazards & Risks

The workplace you are placed at will have their own unique risks and associated controls. It's important that you familiarize yourself with these during your induction process.

If you identify an uncontrolled hazard at any point, it is important that you notify someone. This could be your manager, health & safety rep or other relevant person. If this isn't dealt with satisfactorily, you are encouraged to let your recruitment consultant at Profile know, and we can help achieve a resolution.



Common Hazards Include:

Lifting or manual handling > Brace your spine & don't lift anything beyond your capabilities.

Repetitive Strain > Ensure your workstation is set up correctly - if you experience ongoing pain or discomfort, let us know, so we can arrange accommodations.

Psychological Distress > Profile Group is proud to offer counselling services to any staff and their immediate family experiencing distress - email your recruitment consultant or safety@enterprise.co.nz for a referral

Emergency Procedures

The emergency procedures of your host company will always be somewhat different, its important you familiarize yourself with these at the commencement of every new placement. This will typically involve understanding your routes out the building during a fire & where to congregate. You should also identify where you would find cover during an earthquake. Specific sites may have unique procedures, such as tsunamis or intruder safety.

Contributing to Health & Safety

At any time, you can ensure the health and safety of the workplace in various ways.

You are welcome to join the safety committee, which meets once a month to discuss a range of issues.

You can arrange a dedicated focus group – if you have an issue or improvement but don't wish to commit to joining the committee, you can set up a one on one with the safety team, email safety@enterprise.co.nz

Alternatively, speak to your recruitment consultant or host manager.

Your Rights & Responsibilities



You have the right to a safe work environment – this includes the physical and psychological environment. These hazards must be managed as far as is reasonably practicable.

You must receive appropriate training and supervision and have the mechanisms to participate in the health and safety of the workplace.

When injured at work, you have a range of rights – see this document for details: [ACC Insurance document](#)

You must follow any reasonable safety policies or procedures. It's important that while you are at work, you do not put yourself or others at risk of harm. In the case of serious misconduct, this could lead to the termination of your assignment.

And remember – you always have the right to cease or refuse unsafe work.

For further details, see the primary duty of care section of the [Health & Safety at work Act](#)



Important Contacts

Christchurch:

P: 03 281 8597

E:

enquiries@profilegroup.co.nz

Wellnz:

enterprise@wellnz.co.nz

Safety:

safety@enterprise.co.nz

My Recruiter's Details

Name: _____

Number: _____

Email: _____