



**workforce**  
**EXPRESS**

**WORK SAFE**

**CAPABILITY**  
**STATEMENT**

[www.workforceexpress.com.au](http://www.workforceexpress.com.au)



# Our Mission

Workforce Express proudly remains a 100% Australian owned and operated workforce solutions company providing a range of recruitment services to some of Australia's most respected companies across the building and construction, mining and resources, engineering and manufacturing sectors.

We've been trusted by some of the country's most respected companies to help them find fast, reliable and skilled employees – from temporary staff to casual and permanent. The Workforce Express team consists of degree qualified Human Resource experts and employees with skilled and knowledge trade backgrounds. Workforce Express is locally operated in Rockhampton and forms part of the Engage Group, with locations in Brisbane, Gladstone and Newcastle. Whatever your location or size, we can provide quick results and highly skilled candidates – simplifying your recruitment, labour hire and employment needs.



## Quality

Workforce Express is committed to providing a high quality service to our clients. We maintain a set of stringent quality assurance policies & procedures and hold current registrations with peak industry bodies to remain up to date with best quality industry practice. Workforce Express currently holds the following ISO accreditations to Australian standards:

- Quality Management System Certificate (ISO 9001:2015)
- Environmental Management System Certificate (ISO 14001:2015)
- Safety Management System Certificate (AS/NZ 4801:2001)



## Safety

In addition to a quality service, Workforce Express is committed to providing a safe work environment for our employees and clients. Our safety priority is to create and foster a zero harm working environment for our employees and clients.

We have developed a flexible WH&S system that is easily integrated into our clients' workplaces to ensure best safety practice whilst minimising workplace injuries.

Through leadership training of our management team, Workforce Express ensures that our strong safety culture is maintained and adhered to.

# Locations



## Queensland

- **Rockhampton**
- Townsville
- Mackay
- Bowen Basin
- Central Highlands
- Callide
- **Gladstone**
- Fraser Coast
- Surat Basin
- Toowoomba
- Roma
- Gympie
- **Brisbane**
- Gold Coast

## New South Wales

- Muswellbrook
- Singleton
- **Newcastle**
- Lake Macquarie
- Central Coast
- Sydney

## South Australia

- Olympic Dam
- Port Pirie

Our Impact

# Industries Serviced

- Rail and Track Work
- Civil Construction
- Manufacturing
- Building and Construction
- Mining, Resources and Energy
- Transport and Logistics
- Waste Management
- Industrial Services
- Horticulture
- Oil and Gas
- Hospitality
- White Collar
- Local Government
- Shutdowns and Projects

# Personnel Offered

- Rail Workers
- Concretes
- Carpenters
- Skilled Labourers
- Scaffolders & Riggers
- Diesel Trades
- Mechanical Trades
- Fabrication Trades
- Electrical Trades
- Trades Assistants
- HR Drivers
- Plant Operators
- Warehouse & Logistics
- High Pressure Water Blasting
- Vacuum Loading Operators
- Painter & Blasters
- Hospitality
- Administration
- Accounts Payable & Receivable
- WH&S Officers
- Supervisors

# Recruitment Services

Our recruitment practices and procedures not only incorporate the recruitment of candidates for current vacancies or immediate requirements, but also focus on the identification of suitable candidates for future projects, shutdown work and specific requirements. At Workforce Express, we offer the following services:

- Tailored staffing solutions
- Reliable staff sourcing with the client specific skill sets
- Positive and sustainable job placement outcomes
- HR function support, including external payroll and industrial relations consulting
- Entry and exit interviewing and co-ordination
- Execution of pre-employment medicals including drug and alcohol screening
- Roster coordination and regular site visits
- Custom invoicing and statistical reporting

## Why Workforce Express

### 1. Adds operational efficiencies and financial benefits

Workforce Express allows you to employ staff on an as required basis, to fill employment gaps, assist in major projects & shutdowns. You can have skilled labour available without the burden of training, paperwork or new staff administration.

### 2. Adds expertise

Workforce Express has an excellent understanding of your specific industry needs, award rates of pay, and understands the importance of training, skills and the qualifications required by specialist workers.

### 3. Allows shutdowns and employing on demand

Workforce Express can assist with the peaks and troughs in your business. If you need workers for a temporary role no matter the length of assignment we can assist.

### 4. A local and tailored database available

Access to a large database can save you time and money in searching for staff. You can clearly identify specific requirements for any role, then get Workforce Express to fill that role.

### 5. Safety and compliance

Save time and money by getting candidates who have completed WHS and training requirements for specific roles. All your pre-employment requirements can be completed by Workforce Express.





# Our Track History

Below are some of the key industries where we have delivered, and continue to deliver, our proudest work.

## Civil Construction

Workforce Express has been involved in various civil construction projects throughout Central Queensland, including the Bowen Basin. We have worked alongside some of Australia's longest running and most established building and construction leaders providing them with employment solutions to ensure their projects are delivered on time, within budget and without compromising quality. Workforce Express has supplied various workers to these projects, including carpenters, steel fixers, mobile plant operators, riggers, scaffolders and skilled labourers.

## Rail and Track Work

Workforce Express are the preferred supplier for various rail track design, construction and maintenance clients in Rockhampton. Our supplied contractors have been involved in major rail projects in the region and we continue to supply to these types of projects including scheduled rail maintenance projects to this day. Workforce Express is compliant with rail industry standards and ensures each individual rail worker is appropriately qualified, ticketed and inducted before they step foot on site.

## White Collar

In addition to Blue Collar, Workforce Express are capable of providing recruitment services tailored to the White Collar industry. Our experienced team have worked with industry leaders to identify their immediate and long-term staffing needs and provide a selection of tier one candidates to select from. Workforce Express have supplied and continue to supply administration and office support, logistics and warehouse support and hospitality and event staff to clientele in the Central Queensland region.



## Workforce Express Guarantee

**When it comes to filling casual roles, we're so confident the staff we supply will match your requirements that we offer a guarantee.**

If any employee fails to perform, you can send them back to Workforce Express within four hours of the first placement and receive no charge for this service.

## Shutdowns and Project Works

Workforce Express has key relationships with industry leading maintenance contractors to service major scheduled and unplanned shutdown and project works in the Central Queensland region. We maintain an active database of available qualified and experienced workers, particularly mechanical, fabrication and electrical tradespeople and we are fully capable of mobilising these candidates at short notice.

## Manufacturing

Manufacturing is a key industry in the Rockhampton region and Workforce Express are proud to be the preferred suppliers for workers to a number of locally owned and operated businesses. These prominent manufacturers produce a variety of goods, some of which include machinery and equipment that is supplied to major clientele in the rail, mining, heavy industrial and general construction sectors. We have provided fully vetted and skilled crew to assist with around the clock manufacturing operations with little to no notice.





## ROCKHAMPTON

Ph: 07 4927 6007  
First Floor, 17 William Street,  
Rockhampton QLD 4700

## BRISBANE

ENGAGE

Ph: 07 3716 6600, Fax: 07 3252 0549  
Level 3, 172 Robertson Street,  
Fortitude Valley, QLD 4006  
PO Box 2011,  
Fortitude Valley BC QLD 4006

## GLADSTONE

ENGAGE

Ph: 07 4972 9960, Fax: 07 4972 9979  
Suite 2, 124 Goondoon Street,  
Gladstone QLD 4680

## NEWCASTLE

ENGAGE

Ph: 02 4967 3244, Fax: 07 3252 0549  
PO Box 137,  
Wangi Wangi NSW 2267

