



APEX RECRUITMENT

CIVIL & CONSTRUCTION INDUSTRIES

COMPANY PROFILE



APEX RECRUITMENT PROVIDES
QUALITY WORKERS FOR THE CIVIL
AND CONSTRUCTION INDUSTRIES
THROUGHOUT NEW ZEALAND.

WE OFFER A PERSONALISED
SERVICE TO OUR CLIENTS AND
CANDIDATES ALIKE.



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WHO WE ARE & WHAT WE DO

Home to a small team of highly skilled staff, Apex recruitment is a female led company with a plethora of experience in a working with a number of different industries. We work closely with a range of firms, from small local businesses to some of the largest construction companies in Aotearoa, to provide quality workers for the demolition, residential, commercial and civil construction industries. We see this as our first testimony as to how adaptable our team is.

We're a team of experts; highly skilled in recruiting qualified, professional, and experienced workers.

Our aim, is to make placing candidates in suitable roles, as easy and as smooth a transition as possible for all parties involved. No matter the size or scale of the task at hand, we're able to adapt our approach and be agile in the ever changing construction landscape, through this Apex can confidently and calmly, meet the needs of our clients. What stays the same, is our personal approach to each job. We make sure we have a comprehensive understanding of our client's needs, and through our thorough research process, we place staff in roles which suit them best.

We're an eco-friendly business, and complete almost-every process and procedure in a paperless way. Our website is set up to allow candidates to complete their start up registration online, reducing the need for paperwork and an endless stream of forms. Workers are able to complete their timesheets online and our terms of business can be found as a digital file online. This is easily verified against standard site management access protocols.

When looking for new employees why go anywhere else?

We frequently undertake site visits to ensure our clients are satisfied with the staff we have selected, as well as ensuring our candidates are adhering to health and safety regulations. We don't believe in doing our jobs from behind a desk. More often than not, we grab our hard hats and high-vis (which are all delivered without plastic packaging in-line with our sustainable practices) and reach out to our sites in a more non-formal setting, to catch up with the staff and clients, and ensure anything that needs to be addressed, discussed or looked at, can be, in a more approachable way.

We have strong Maori values and are able to respectfully work within specific workplace policies and procedures, to ensure both the candidate and client adhere to regulations on privacy, work-safe conditions and a person's wellbeing. For us, health and safety is key and we place a great emphasis on this as part of our recruitment strategy.





OUR TEAM

We conduct business to a very high standard.

Health and Safety is key and we place great emphasis on this, as part of our recruitment process. People, and the relationships we build, are at the heart of what we do.



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HEALTH + SAFETY

Safety is a core part of our recruitment process.

Where required, Apex employees undergo the following checks:



HEALTH + SAFETY
INDUCTION



REFERENCES
CHECKED



ACC HISTORY
CHECKED



DRIVERS LICENSE
CHECKED



CRIMINAL HISTORY
CHECKED



DRUG + ALCOHOL
TESTING

Qualifications and licenses are all viewed, verified and recorded in the employee's files, along with any requirements for updates. Apex makes sure that all our candidates understand that they need to take part in a site induction prior to commencement of work. We also educate candidates about the importance and responsibility to report work hazards or site accidents.

Our Health and Safety Manager carries out regular safety inspections on-site. They will ensure employees are doing the job they were assigned, that all correct safety precautions are being taken and our clients are happy with the performance of the candidate. We are committed to working with you to make sure that our staff stay healthy and safe while they work on your site.

Incidents and accidents are proactively managed and the worker is properly treated. Apex investigates any incidents and learnings are shared with relevant parties within the week they occur. Clients are a key focus for a successful investigation to achieve a positive outcome





HEALTH + SAFETY

POLICY STATEMENT

Apex Recruitment Limited and its officers recognise that the health and safety of all workers and visitors is of the utmost importance and vital to the success of our business. As such we aim to continuously improve health and safety in the workplace through consultation and increased health and safety awareness of management and workers.

Through the co-operative efforts of management and workers, we are committed to:

- the provision and maintenance of a work environment that is without risks to health and safety
- the provision and maintenance of safe systems of work
- the safe use, handling, and storage of plant, substances, and structures
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- providing the information, training, instruction and supervision necessary to maintain a healthy and safe workplace
- the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking
- The focus of Apex Recruitment Limited's health and safety management system is preventing hazards. We will develop a framework for health and safety management and a plan for systematic risk assessment and control of hazards, to progressively improve safe behaviours and safe systems of work across the business

Jordan Carolan-Hyland
Director

on behalf of **Apex Recruitment Limited**
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