



OCCUPATIONAL HEALTH AND SAFETY POLICY

WIZARD Pty Ltd is committed to Occupational Health and Safety and its Duty of Care responsibilities to employees and sub-contractors in accordance with the Occupational Safety & Health Act and Regulations and other requirements and acknowledges its moral obligation to ensure the ongoing health, safety and general wellbeing of employees and sub-contractors.

The Management of **WIZARD Pty Ltd** is committed to the highest possible standard of workplace safety and health and has implemented an integrated Management System that is aligned with the requirements of AS/NZS 4801:2001 and ensures the identification and elimination or reduction of hazards on the site. In all site activities employees and sub-contractors are encouraged to identify and where possible eliminate or minimise risk to the health and safety of all personnel including members of the public.

Safety hazards are identified and assessed on a project-by-project basis and appropriate OS&H programs are established to prioritise objectives and targets and to manage and evaluate the effectiveness of the hazard treatment.

The highest possible standard of workplace safety and health for both employees and sub-contractors is provided on site by establishing and maintaining safe working environments, safe plant and equipment and safe work practices. The active participation of company management and the involvement of employees and sub-contractors are considered to be important and are encouraged.

All employees are provided with the necessary safety training and awareness related to accident prevention in order to eliminate, or at least reduce, the incidence of work related injury and illness. However, should an injury or sickness occur, the company provides appropriate occupational rehabilitation services to assist employees to return to their employment status prior to the relevant occurrence.

Employees and sub-contractors are made aware and acknowledge and accept responsibility for not only their own safety and health but also the safety and health of their fellow workers. This is achieved by the adoption of safe work practices, using protective clothing and equipment as directed and compliance with all rules, regulations and Codes of Practice established to enhance workplace safety and health.

WIZARD Pty Ltd ensures that through joint participation and cooperation between management, employees and sub-contractors, the objectives of the safety management system are achieved to the satisfaction and benefit of all concerned.

Signed: _____ Date: 22/06/2016
Managing Director



DRUG AND ALCOHOL POLICY

FIT TO WORK POLICY

A ZERO TOLERANCE LEVEL FOR DRUGS AND ALCOHOL

No person may enter or remain on or in company property, project area, or operate Company equipment if that person is:

- (a) Knowingly suffering from any physical or mental condition, to the extent that the person is prevented from performing their duties in an acceptable manner.
- (b) Under the influence of alcohol or drugs or unfit to work in a safe manner.

It is forbidden to consume alcohol whilst on or in company property or within a Project Site.

Person(s) who are suspected of being under the influence of alcohol, must if requested, immediately leave the site.

- That person(s) shall not be allowed to drive or operate any vehicles or machinery.
- This warning will be recorded in the discipline register.
- The employee or subcontractor's contract of employment may be terminated at the discretion of the Site Manager

All personnel and subcontractors shall adhere to Clients "Drug and Alcohol Testing Policy and Procedure" and shall submit themselves for testing if required to do so.

Authorised By: _____
Managing Director

Date: 22.06.2016



ENVIRONMENTAL POLICY

WIZARD Pty Ltd provides a complete design, construction and project management service that meets legislative and regulatory requirements and contractual and client requirements.

WIZARD Pty Ltd supports the concept of a sustainable environment by minimising pollution and the use of natural resources and implementing recycling initiatives and regards the protection of the environment as an integral part of company operations and the responsibility of ethical corporate organisations.

To ensure that environmental protection is effectively managed, **WIZARD Pty Ltd** has incorporated an Environmental Management System (EMS) into the management system framework and the management system is aligned with the requirements of AS / NZS ISO 14001.

WIZARD Pty Ltd is committed to adopting and maintaining sound environmental management and operating practices and to the continual improvement of environmental performance throughout the company. This commitment also includes the elimination of pollution and is supported by the implementation of the EMS.

WIZARD Pty Ltd assesses the potential environmental aspects on a project-by-project basis and initiates appropriate environmental programs to manage the prioritized objectives and targets.

The resources required to achieve these outcomes will be provided to ensure sound environmental performance through responsible and informed work practices and decision-making consistent with best industry practice.

All **WIZARD Pty Ltd** personnel are encouraged to be personally involved in the ongoing improvement of the management system by identifying environmental issues in the workplace, and by providing suggestions for their management

Authorised By: _____ Date: 22.06.2016
Managing Director



QUALITY POLICY

WIZARD Pty Ltd is a construction company that consistently delivers quality cost effective design, construction and project management services to clients including government organisations in Western Australia.

WIZARD Pty Ltd ensures that the needs and expectations of the client are always met while complying with contractual, regulatory and legal requirements in the most cost-effective manner.

WIZARD Pty Ltd establishes and reviews quality objectives and strives to meet predetermined targets to minimise risk associated with company activities and continually improve the management system performance.

To achieve these objectives the company has a Management System that is aligned with the requirements of AS/NZS ISO 9001:2008. This management system ensures that all company activities are carried out in a planned and systematic manner resulting in consistent and improving quality of service that provides satisfaction to clients.

Through quality management, it is the aim of the company to continually strive for quality improvement in all activities, in order to maintain a competitive advantage and to increase market share in the construction industry

Management is committed to providing leadership and resources at all levels of the company to ensure the objectives are met.

It is the responsibility of all employees to become familiar and comply with the company management system manual and procedures.

Authorised By: _____ Date: 22.06.2016
Managing Director