

WHS Company Policy

Review:

This document was:

Reviewed by:	Operations Team	Review/Revise Date:	March 2025
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Whizdom is committed to ensuring our workers including contractors and employees remain free from risk to their health and safety at work. We are committed to continual improvement of safety performance to minimise work-related risk, injury and illness. As a provider of IT, Administration and professional contracting and recruitment services, we understand our legal obligations and comply with the *Work Health Safety Act 2011*, Work Health Safety regulations, applicable Codes of Practice and Australian standards with the aim of achieving best practise in work health and safety. We also understand the importance of working with all stakeholders to achieve our safety objectives.

Objectives

The objectives of this policy are to ensure, as far as reasonably practicable:

- Risks to work health and safety are controlled through the engagement of all stakeholders in a culture of safety
- Safe systems of work are provided and always maintained in all workplaces
- Workers are provided with information, training, instruction and supervision needed for them to work safely and without risks to their health
- The health of operational and contract workers and the conditions of the workplaces where they work are monitored
- Adequate facilities are provided for the welfare of our workers including contractors
- Health and safety policies and procedures comply with legislative requirements
- Safety performance is continually reviewed and improved.

Responsibilities

The company is responsible for, as far as reasonably practicable:

- Maintaining effective communication and consultation including horizontal engagement with key stakeholders on safety matters
- Ensuring systems are in place to allow for the identification and resolution of work health and safety issues.

Operational and contract workers are responsible for:

- Following all work health and safety policies and procedures
- Ensuring their own and others health and safety is not affected by their actions
- Working with host's and business partners to achieve the objectives outlined in this policy
- Reporting all incidents including unsafe work practices, hazards, near misses and injuries immediately to their WHS representative and Whizdom.

As a provider of IT, Administration and professional contracting and recruitment services, Whizdom is committed to effective consultation and engagement with contractors on work health and safety

matters. We recognise that we share a primary duty of care with our clients regarding our contractors, and therefore we are committed to consult, cooperate and coordinate activities with clients to produce the required health and safety outcomes. We will also ensure that in the event of a notifiable incident, that the relevant WorkSafe entities for various States and Territories are notified immediately. This policy applies to all Whizdom employees and contractors, and all visitors to the Whizdom workplace premises.

Authorisation

A handwritten signature in black ink, appearing to read 'John McCluskey', is positioned above the authorisation text.

John McCluskey, MD Whizdom Pty Ltd

Approval Date: March 2025

Next Review Date: January 2026

*Unless otherwise indicated, this policy will still apply beyond review date.