

This Integrated Management System (IMS) covers all aspects of Quality, WHS & Environmental risk management as they relate to the operations of DASH Architects.

1.1.1. Integrated Management System (IMS) Policy Statement

Danvers Schulz Holland Architects Pty Ltd trades as DASH Architects. Its Directors Jason Schulz and David Holland have managed the practice for more than 20 years.

DASH Architects aim to provide its clients with consistently high quality professional architectural, interiors, heritage, urban design, and archaeological services in an environmentally-responsible and safe manner. We strive to continuously improve and to find innovative approaches and solutions in all aspects of our performance. We constantly seek our client's satisfaction by clarifying, understanding and responding to their needs and expectations.

DASH Architects is committed to the principles of quality, environmental and health and safety management and believe that they are essential to providing professional services. These principles are documented in our Integrated Management System (IMS) which addresses the requirements of ISO 9001, ISO 14001 and ISO 45001.

Key aspects of our activities and conduct are measured against goals set out in the objectives for our IMS. These objectives are based on both continual improvement in our quality, environmental and health and safety performance, and continual improvement in the performance of the IMS itself.

It is a requirement that all staff use the IMS on all projects and actively contribute to its ongoing improvement.

The Directors of DASH Architects are committed to the consultation and participation of staff and expect active involvement accordingly.

Under this IMS Policy Statement we are also committed to:

- Identifying and satisfying all applicable requirements, including legal requirements and compliance obligations relevant to DASH Architects
- Protection of the environment, including the prevention of pollution (both directly by our own actions, and through our designs and professional services provided to clients and other stakeholders)
- Provision of safe and healthy working conditions to prevent work-related injury or ill-health, and
- Eliminating hazards which have the potential to cause harm and reducing risks.

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Specific principles we apply to protect the environment include:

- minimizing the impact of both the construction and operation of new and altered built form on the environment
- the principles of sustainable design
- working together with clients and other consultants to incorporate sustainable design initiatives in all of our work, and
- Sharing our expertise with the wider community.

In addition to the considerations of sustainable design in the provision of our professional services, we encourage sustainable practices within our office. Key issues that are targeted are:

- Reducing energy use within the office
- Reducing the use of cars, and
- Reducing waste to landfill

Specific responsibilities to prevent work-related injury or ill-health include:

The Directors of DASH Architects (Officers of the “Person Conducting a Business or Undertaking“ (PCBU)) are responsible for:

- ensuring compliance with legal requirements
- taking reasonable steps to provide a safe work place and safe methods of working
- providing ways for employees to be informed about and involved in health and safety issues at work
- ensuring this policy and all safe work procedures are kept up-to-date
- providing adequate resources
- ensuring risk management and consultative processes are effective, and
- ensuring systems are continually reviewed and improved.

Our employees are responsible for:

- taking reasonable care of their own safety and that of others at work
- following reasonable instructions and using protective equipment correctly and in accordance with health and safety procedures
- identifying and reporting any workplace incidents or hazards to the Directors
- being involved in the resolution of health and safety issues, and
- protecting their health and safety and that of others by not working while under the influence of alcohol or other non-prescribed drugs.

Contractors and visitors to our office are expected to:

- comply with applicable health and safety legal responsibilities, and
- follow any reasonable instructions and advice.

This Policy Statement is communicated to all staff as part of their induction when they commence with DASH Architects, and via their attendance at regular Office Meetings where the IMS is discussed. Additionally, records are retained of staff training/awareness, including training relating to the IMS and this Policy Statement.

Copies of this Policy Statement are made available to any external stakeholder upon request.

RESPONSIBLE OFFICERS:

Name: Jason Schulz

Name: David Holland

Date 02.02.2023

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