



WRIGHT BUSINESS DEVELOPMENT

# CAPABILITY STATEMENT

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**RISK  
MANAGEMENT**

**QUALITY**

**SAFETY**

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## BUSINESS PROFILE

### ABOUT WRIGHT BUSINESS DEVELOPMENT

We provide industry-leading OHS, Quality and Environmental Compliance assistance, NHVAS accreditation and Tender Development and Management for a variety of businesses and industries.

Wright Business Development is an Australian Consultancy, successfully servicing all ISO 9001, ISO 14001, ISO 45001, AS / NZS 4801 and National Heavy Vehicle Accreditation Scheme (NHVAS) Standards requirements, helping companies win new business, improve management system, enhance productivity and efficiency and maintain a Safe & Healthy work environment.

Wright Business Development supports organisations to build a safe and reliable foundation for operations.

We ensure a consistent high standard of compliance with all requirements. We offer a fully-integrated and tailored service to businesses large and small, across multiple industry sectors including:

- Domestic and Commercial Construction
- Mining and Civil Construction
- Heavy Haulage
- General Transport
- Farming

### OUR VISION

We are passionate about working with our clients to support the long term success of their business. We work with business owners and managers across multiple areas and levels to prevent and overcome problems as they arise.

Our services, systems, policies and procedures are tailored to suit your budgets and priorities. We build long term and trusted relationships with our clients – and for many, we are part of their teams working seamlessly together to protect their businesses and fix issues as they arise.

Our approach is to keep things simple and precise to protect against risk saving time and costs. We take the pressure off our clients so that they can get on with the job.

TAILORED  
SERVICE

PROBLEMS  
SOLVED





# BUSINESS PROFILE

## OUR QUALIFICATIONS

At Wright Business Development, we will professionally help you establish and implement a recognised management system and successfully achieve JASANZ, NHVAS accredited certification or TMP prequalification.

We ensure that getting certified to ISO and NHVAS management system standards by an accredited certification body is a challenging but worthwhile experience. We believe the process will add real value to your business and benefits are not just limited to the certification, but strategic, compliance and internal goals are achieved as well.

We have qualifications spanning across health & safety, project management, auditing and many more. We help and guide where necessary, report and monitor to transform your business. Qualifications and disciplines include:

- Health and safety certification and management
- Quality certification and management
- Environmental certification and management
- Internal and external auditing
- Training and assessment
- Safe work procedure development
- Management system development
- Risk mitigation
- External accreditation assistance
- Tender development and management
- NHVAS system certification, development and training
- TMR Prequalification
- Comprehensive Grant Writing Service

## OUR VALUES

- Deliver exceptional customer service and exceed our clients expectations
- Professional and reliable
- High industry standards
- Honesty and Integrity
- Hard working and continuous improvement
- Do it better
- Safety as a priority

## BENEFITS OF ENGAGING WRIGHT BUSINESS DEVELOPMENT

### Cost Effective

Well planned management systems and improved processes can save a business significant costs in preparation. Costs are quickly absorbed in the saving and value created if an issue does occur.

### Streamlined

We aim to make the process as simple and precise as possible. We will develop documents and drive the overall process.

### Time Saving

We get the job done efficiently through proven processes and supporting documentation so our clients can focus on their job.





## CORE SERVICES

### RISK MANAGEMENT SOLUTIONS

We have developed our services to ensure our clients meet their legislative requirements, whilst providing them with the knowledge, systems and processes to manage their operations safely.

We work with you to take the burden of compliance and stress from risk away so that you can focus on operations and improve business performance.



### OUR CORE SERVICES

- Quality, health, safety and environmental consulting, development and management
- Auditing, inspections and systems implementation
- Ongoing consulting services
- ISO 9001, ISO 14001, ISO 45001, ISO 18001 and AS 4801 preparation
- Project development and onsite auditing
- Safe Work Method Statement (SWMS) development
- Standard Operating Procedure (SOP) development
- Principal contractor safety management systems
- Subcontractor safety systems (plant risk assessments, hazardous chemical risk assessments, legislation and relevant forms)
- Tender development and management
- NHVAS certification
- TMR prequalification
- Audit preparation







## CORE SERVICES

### System Development, Auditing and Reviewing

#### OHS Management Systems

Wright Business Development can assist your business with OHS compliance, management plans and audits. We develop OHS management systems which are compliant with the Australian Standard AS4801/ISO45001: Safety Management Systems.

#### Risk Management Systems

Wright Business Development can provide risk management system development, review and auditing for your business. All organisations should ensure they have a thorough and practical OHS risk management plan to manage risk effectively.

#### Quality Management Systems

Wright Business Development develops OHS quality management systems compliant with the International Standard ISO 9001: Quality Management Systems.

#### Environmental Management Systems

Wright Business Development are expert developers in OHS systems compliant with the International Standard ISO 14001: Environmental Management Systems.

#### Integrated Management Systems

Our business can develop, review and audit your business integrated management system which incorporates safety, quality and environmental management systems under a single framework.

#### NHVAS Management Systems

NHVAS is a formal process for recognising operators who have robust safety and other management systems in place. It is also increasingly being used to show compliance with general duty requirements under road transport law.

Wright Business Development can assist accreditation under the following NHVAS modules:

- Mass Management
- Maintenance Management.
- Fatigue Management

MINIMISING  
RISK

SOLVING  
ISSUES



# INTEGRATED MANAGEMENT SYSTEM BENEFITS

## OHS Management System

An Occupational Health and Safety Management System (OHSMS) is designed to help a business to create a safe, secure and well-managed workplace by:

- Identifying and minimizing hazards associated with your organisations business
- Reducing incidents, accidents and injuries in the workplace
- Reducing risks of legal action for worker's compensation and liability claims
- Providing due diligence evidence should an incident or accident occur

An effective OHS Management System protects employers, customers, suppliers, and other members of the public who may be impacted by the work environment. Implementing an OHS Management System communicates the organisation's commitment to best practice.

## Quality Management System

Numerous studies have found that implementing ISO 9001 resulted in Superior performance and that certified companies outperform their competition. Studies also confirmed significant financial benefits for businesses that have the ISO 9001 certification. The results of these studies confirm the feedback that Wright Business Development has been getting, from our customers.

Direct benefits you are likely to see:

- Streamline your business process
- Provides Senior Management with an efficient management process
- Mandatory if you want to Tender for some public-sector work
- Highlights deficiencies in your business
- Consistency and effectiveness across business functions
- Improved customer services
- Clarification of expectations for employees and customers
- Ease of induction of new staff
- Confidence for customers – resulting in successful tendering
- Reviewing your business with an independent third party
- Provides continuous assessment and improvement
- Marketing opportunity's

## Environmental Management System

An Environmental Management System (EMS) is a structured system which helps an organisation to identify the environmental impacts from its business activities and to improve its environmental performance.

Advantages of having an EMS include:

- Monitor and measure environmental performance against key indicators
- Ensure due diligence and ongoing consideration of legal and environmental requirements
- Assist with environmental reporting
- Obtain competitive advantage
- Build goodwill from customers, employees and stakeholders.

## Integrated Management System

An Integrated Management System (IMS) addresses a company's Quality, Environmental, Health and Safety needs in a single system:

- Quicker development time
- Reduced development costs compared to developing different systems
- Easier to maintain – one set of documentation, policies, procedures and processes for all standards.







# CORE SERVICES

## OHS Assessment and Reports

### OHS Consulting

Our Occupational, Health and Safety services are tailored to each of our clients, taking into account the individual needs and risk profiles of every business and organisation. We offer a range of OHS or WHS consulting services, all tailored to your unique business needs. These include:

- Hazard Profiling and Risk Assessment.
- Plant and Equipment Risk Assessments
- Manual Handling Risk Assessments
- Traffic Management Risk Assessments
- Chemical Risk Assessments.
- Development of internal safety documents such as:
  - Working from Home Procedure
  - Safe Work Procedures (SWPs)
  - Traffic Management Plans (TMPs).

### Risk Assessments

Wright Business Development perform Risk Assessments on a range of activities and equipment. While conducting a Risk Assessment, we use a range of interview techniques and industry specific guidelines, including Australian Standards, WorkSafe Codes of Practice, compliance notes, journal articles and industry publications.

### Safe Work Method Statement (SWMS)

A SWMS is a document that sets out the high risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. Wright Business Development provides complete, clear and concise site-specific SWMS, all utilising the risk matrix format as well as the hierarchy of controls to identify risk rankings based on the likelihood and consequence of stated events.

### Worksite Audit Inspections and Reports

Worksite audits provide recommendations for improvement in safety procedures, safe plant and equipment. Our professionally trained and highly experienced OHS Consultant can undertake safety audits at your site. Undertaking a health and safety audit will assist you to evaluate how effective your safety processes are. When an occupational health and safety audit is done correctly, it will assist you to continually improve your OHS performance. Once you have an OHS Management System (OHSMS) in place, it is important that it is regularly audited. This way, you can evaluate if it is operating as expected. The audit will showcase what is working effectively, whilst also providing direction on opportunities to improve the management of foreseeable workplace OHS hazards and risks.



## CORE SERVICES

### Tender Development and Management

#### Tender Writing

Wright Business Development assists organisations to prepare and submit tenders. Whether you are a first time bidder, or a company who regularly tenders, writing a tender can be tough. It is a great way for your business to win contracts but only if it is done right. Wright Business Development has completed hundreds of successful tenders for various companies. We can help your business win tenders by writing compelling tender that present your business as the obvious choice, that answers all the questions properly and complies with all the requirements. We have the necessary skills to complete a tender of the highest quality and therefore have the best chance of winning. This saves you both time and money.

#### Contractor Management

Using a contractor does not absolve your business from workplace health and safety laws or other obligations. It is important contractors have a clear understanding of the requirements of your organisation and project. Where a principal employer engages contractors to perform work, effective contractor management is essential to ensure duties to a contractor are met as both an employee. Contractor management implements a system that manages contractors' health and safety information, insurance information, training programs and specific documents that pertain to the contractor and the owner client.





# THE WAY WE WORK

At Wright Business Development we have an obligation to ensure employees, contractors and clients are not exposed to any quality, health, safety or environmental risks as a result of our operations. Our business is conducted in accordance with our documented policies, which challenges us to continually improve the way we work. In order to achieve a risk-free environment, we will:

- comply with all relevant statutory obligations, regulations, codes of practice and Australian Standards
- establish a safe and healthy working environment to prevent work-related injury or illness
- provide the appropriate information, instruction and training for workers
- meet or exceed our customers and clients' expectations and needs on time, within budget to the specification agreed upon.

**PROFESSIONAL**  
 We are specialists in our work and use a combination of experience & technology to provide reliable and trusted solutions.

**PARTNERSHIP**  
 We build long-term relationships with our clients to ensure we work towards a common set of goals that achieves results.

**PERFORMANCE**  
 We help our clients build high-performing working environments and implement the resources to set them apart from their competition.

## QUALITY STANDARDS & ACCREDITATION

- ISO9001, ISO:14001 & AS/NZS: 4801  
Integrated Management Systems Internal Auditor
- ISO9001, ISO:45001, ISO:14001 & AS/NZS: 4801  
Integrated Management Systems Lead Auditor
- Certificate III in Civil Construction (Road Construction & Maintenance)
- TLIF6307A - Administer the implementation of Fatigue Management Strategies





# KEY CLIENTS

Wright Business Development has assisted many companies in the Design, Development and Implementation of an Integrated Management System, in addition to ongoing support and consultation. With our internal audit, gap assessment and supplier audit service, Wright Business Development ensure that internal audits, gap assessments or supplier audits are completed on time by professional auditors and any non-conformances are identified and reviewed. We will also help and support you during the external audit.



Beasley Civil and Training







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PROCEDURE

COMPLIANCE

REGULATIONS

AUDIT