



## WORKSAFE POLICY

Roshal Space Consultants aim to provide a safe working environment and safe system of work which, so far as is reasonably practicable, is free from risk to employees, contractors and those affected by their actions or omissions. In order to achieve this, we have three fundamental requirements:

- 1. SAFE SYSTEMS OF WORK:** All activities are assessed for risks and appropriate control measures are implemented before they are carried out. Control measures are designed in accordance with a strict hierarchy to reduce risks so far as is reasonably practicable. Before any work shall commence a suitable and sufficient risk assessment shall be carried out in line with company policies. Control measures will be implemented including a method statement and COSHH assessments and toolbox talks, both risk assessment and method statement will be issued, read and understood by all attending operatives before any works shall commence.
- 2. COMPETENT WORKFORCE:** We train and assess our employees to ensure that they are competent to undertake the tasks which they are required to perform. We do not expect any employee or sub-contractor to undertake or be asked to undertake any task unless they are both competent and provided with any necessary equipment required by the safe system of work including suitable PPE.
- 3. SAFE BEHAVIOURS:** We expect employees and sub-contractors to work safely at all times and to take actions as necessary to ensure that others also work safely; this includes complying with rules, procedures and instructions, wearing appropriate personal protective equipment and the correct use of tools and equipment.

We will support any employee who refuses to work on legitimate grounds of risks to safety or health provided they invoke the Worksafe process detailed below.

### PROCESS

If anyone working for, or on behalf of Roshal Space Consultants Ltd, believes that they are being asked to carry out a task that will endanger them or others, they should stop work immediately, report the situation to their Site Supervisor, explaining their concerns.

The Supervisor will review the situation, consider the task being carried out, the circumstances and the potential risks to health and safety, to determine whether the complaint is justified. Where the Supervisor agrees that the system of work is unsafe, agreement will be sought as to how to change the system. If all affected parties agree on an amended system, work can resume.

If agreement is not reached, the Site Supervisor will contact the Managing Director for help in reaching a satisfactory agreement. Only once all parties agree to a new system of work, can work resume.

In all cases, form LSM/SP/86 "Refusal to Work Form" must be completed by the individual raising the concern, the Site Supervisor and the Managing Director. The Managing Director will review the incident with any lessons to be learned to be included in the next safety briefing.



## RESPONSIBILITIES

Employees and sub-contractors should only undertake tasks if a suitable and sufficient safe system of work is established for the work and they are competent, certified and suitably equipped to do so. They should always work safely and in accordance with any applicable rules, regulations, procedures or instructions, if necessary, intervening to stop unsafe acts or practices.

Supervisors and Managers shall be responsible for the safety of any work undertaken under their direct control, have a safe system of work in place for any activity undertaken under their direct control, check that any employee or sub-contractor's employee who they request to undertake work is competent, certified and suitably equipped to do so, take action as necessary to remedy any unsafe acts or conditions identified, work with health and safety representatives to identify and minimise unsafe conditions, behaviours and acts, review, resolve and report any refusals to work on grounds of safety and health.

The Managing Director is responsible for ensuring that all work is undertaken in a safe manner, and that any Refusal to Work on the Grounds of Health & Safety is fully investigated and closed out satisfactorily. Ultimately, the Managing Director has authority to determine how an issue is resolved.

The Worksafe policy will be communicated to all employees and sub-contractors and will be available for all to view. The contents of this policy shall be reviewed at least annually or earlier if change is needed, with any alterations brought to the attention of all employees and sub-contractors.

Signed:

A handwritten signature in black ink, appearing to be "CP" or similar initials, written in a cursive style.

Craig Parsons  
Managing Director  
Roshal Space Consultants Ltd

Date: 14<sup>th</sup> April 2021