

## Work safe Policy Statement

Visual Interiors & Partitions Ltd operates a Work safe Policy Statement for all staff and contractors.

Every member of Visual Interiors & Partitions Ltd and our contractors working on any of our managed projects has the right to decline to carry out work if they genuinely believe it is not safe to do so and they have reasonable grounds on which to form this belief.

### PROCEDURE

Any situation arising that leads to an individual refusing to work for health and safety reasons must be reported to management as soon as possible and no work shall recommence until the issue causing concern has been addressed.

Reasons for ceasing work must be given.

Contact numbers for reporting are provided for each project and are issued as part of the induction process.

Visual Interiors & Partitions Ltd will not discipline, dismiss, demote, impose any financial penalty or in any other way penalise an employee who refuses to work because of their reasonable belief that it is not safe to do so on the grounds of health and safety.

Managers and staff are encouraged to report any unsafe act or conditions, however minor, that they have witnessed and without the fear of recrimination.

A revised risk assessment and method statement will be issued with additional control measures in place to allow work to be restarted.

If an agreement cannot be made for resolving a refusal to work, the points below are followed:-

- Go to the senior person on site in the first instance for resolution.
- If not resolved, it will then be reported to a director/ partner for further action.


Policy will be reviewed annually as a minimum to maintain implementation.

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