



COMPANY POLICY

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Work Safe Policy

1. Policy statement

No task carried out for OJD Services Limited is so urgent or so important that it cannot be done safely. The company recognises its duty to provide safe working conditions, and it also recognises that the person closest to a job is often the first to see when something is not right.

2. The absolute right to stop

Every employee, and every operator working on our behalf, has the **absolute right to refuse to carry out work they reasonably believe to be unsafe** — whether that risk is to themselves or to others. This includes refusing to operate a machine with a suspected defect, refusing a lift or movement that appears unplanned or unsafe, and stopping work when site conditions change.

No employee will ever face disciplinary action, loss of pay or any other detriment for a good-faith refusal to work on safety grounds.

3. What happens next

- Any refusal to work must be reported immediately to a supervisor or the Director.
- The task in question does not restart until the concern has been assessed, in consultation with the person who raised it, and adequate controls are in place.
- Where the concern relates to a customer's site, we will raise it with the site management before our equipment or people continue working.

4. Near misses and unsafe conditions

Employees are actively encouraged to report near misses, defects and unsafe conditions, however minor they seem. Reports go to the person's supervisor or direct to the Director, and are logged and reviewed so that hazards are dealt with before they cause harm. This policy is reviewed formally each year.

Oleta O'Grady

Director, OJD Services Limited

Signed: **14 November 2022**Reviewed: **Annually**