

## POL011 Work Safe Policy Statement



As Managing Director of Wembley Innovation Ltd I acknowledge my responsibility and duty of care under the Health & Safety at Work Act 1974 etc and look to maintain safe systems effecting the health and welfare of my employees and external providers.

Therefore, I will provide to employees a blame free procedure for questioning and ultimately refusing to undertake work in such a way that is unsafe and a risk to their own and/or others' health and safety. This will ensure work is stopped and the system of work changed, if potential or imminent risk of accident or incident arises. The following list is not exhaustive but details some of the reasons why the company would expect the Worksafe Procedure to be invoked:

- You are not competent to undertake the work.
- You do not have the correct equipment.
- There is no Safe System of Work, or
- You do not have the correct PPE.

I will also put into place a confidential reporting system that will provide employees with the means of reporting anonymously any incident, unsafe act concern and safety or environmental related issues.

The Worksafe and Confidential Reporting System are designed to ensure employee confidence in the systems so that should they question the safety of working their views will be given serious consideration by the Company.

When a Work Safe or Confidential Report is received from an employee, I will ensure that a Manager is allocated to investigate the concern and ensure that a response to the concern is published, is written in plain English and respect the reporter's motives.

No attempt will be made to breach the anonymity of individuals as it is recognised that confidence in the integrity of the confidential reporting system for employees does depend on individual's privacy being respected.

I will ensure Wembley Innovation Ltd will not discipline, discriminate or impose any form of penalty on an employee who invokes the Refusal to Work Procedure.

All employees will be briefed on the Worksafe Procedure, Confidential Reporting and the CIRAS Reporting process during their induction and all employees will receive a re-briefing annually.

The employee or employees who invoked the Worksafe Procedure will be informed of any decisions made throughout the process.

A handwritten signature in black ink, consisting of a stylized 'L' and 'C' intertwined, enclosed within a hand-drawn oval.

Liam Clear  
Managing Director  
Wembley Innovation Ltd

October 2019