

DVC Roofing & Building Ltd (the company) recognise its duty of care and acknowledge its responsibility under the Health and Safety at Work Act and subordinate legislation to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our acts or omissions. The company undertakes to maintain a safe working environment for both employees and sub-contractors or suppliers working on or visiting our work sites, by means of our Worksafe Policy.

The purpose of this Policy is to ensure that all employees are aware of the manner in which DVC Roofing & Building Ltd gives the opportunity to stop working, should employees consider the working environment or the working practice to be unsafe.

Before any work commences a suitable and sufficient risk assessment shall be carried out in line with company policies, legislation and our Client requirements. From the findings of the risk assessment, risk control measures will be implemented including the provision of dynamic method statement, COSHH assessments, pre-use checking of work equipment etc. Both risk assessments and method statement (RAMS), supported by, if applicable the Clients PTW will be issued, read and understood by all attending team members / working party before any works shall commence.

Suitable training and supervision will be provided to ensure all company staff have the necessary skills, knowledge, experience and training (SKE&T) to undertake in a safe and responsible manner the task assigned to them. The company does not expect any employee or sub-contractor to undertake any duties unless they are competent and have been briefed on all relevant information specific to the task. The Company Health and Safety Policy Statement outlines the assurance of suitably trained staff and the demands of the activities which shall not exceed the capabilities of staff.

No employee, or anyone working on behalf of the company, is expected to carry out any task where the risk to themselves or any other person is considered unacceptable. Under the Worksafe Policy each member of staff has the right to refuse to carry out work if they feel it is not safe to do so.

**Refusal to work on the grounds of health and safety is free from disciplinary action** and will not affect in anyway their future prospects within the company. All refusals to work will be responded to promptly and the employee raising the Worksafe procedure will be informed of decisions throughout the process.

In order to carry out this policy, responsibilities for health and safety have been clearly defined, allocated and accepted at all levels. All employees must play their part in implementing this policy if safety standards are to be maintained and constantly improve.

The Refusal to Work process is as follows:

- If an employee (individual) believes that a task or condition will endanger either themselves or others, work should cease and the situation be immediately reported to the person in charge on site (DVC Roofing & Building Ltd representative as appropriate).
- The situation will then be reviewed by the person in charge on site and consideration will be given to the safety impact on the individual and others. Wherever possible, immediate and appropriate action must be taken to resolve the situation.
- As a result of the review, the system of work will either be confirmed as safe or amended. If the individual is satisfied with this outcome, they will resume work.
- If the individual remains dissatisfied, the person in charge will contact the DVC Roofing & Building Ltd Contracts Manager providing all the relevant details / background to the situation.
- If the situation cannot be resolved, a benchmark review will be undertaken by the Director against all legislative, Client and Company standards and industry best practice to determine the safety impact of the task or condition.

- If the benchmark review fails to produce a satisfactory outcome, the disputed system of work will cease and DVC Roofing & Building Ltd, HSEQ Consultant and the customer will be informed as soon as practically possible.
- The HSEQ Consultant will liaise with the customer to consider the disputed working arrangements, making any necessary changes and advise the Company Director accordingly.
- Changes to working arrangements will be documented and implemented by the Director. This may include amendments to internal work instructions, processes, risk assessments and COSHH assessments. Additional levels of training and competence may be required by individuals or further briefings as appropriate.
- Full details of the eventual, agreed outcome will be forwarded to the complainant and the customer where appropriate. Suitable records will be maintained.
- Should the complainant still be dissatisfied with the system of work, DVC Roofing & Building Ltd will provide independent arbitration from an external source. DVC Roofing & Building Ltd will undertake to follow the arbitrator's advice.
- Should the arbitrator uphold DVC Roofing & Building Ltd safe system of work and the complainant still refuse to work; DVC Roofing & Building Ltd will implement the disciplinary procedure.
- Disciplinary action **will not** be taken against any individual who initiates the work safe process based on concern for workplace safety.

The arrangements in place to implement this policy form part of the company's day to day operational procedures and as such are reviewed on a continuous basis. Where opportunities for improvement in safety standards or safety problems are identified they will be tackled promptly, with sufficient resources, to ensure that they are adequately dealt with, implemented and briefed to all employees.

This Policy will be reviewed no later than 12 months from the date below.

Signed for and on behalf of DVC Roofing & Building Ltd

Mr. Scott Lewthwaite



**Designation:** Managing Director

**Date:** 6<sup>th</sup> January 2026