

## **Work Safe Policy**

DMH Interiors Limited aims to provide a safe working environment and safe systems of work so far as is reasonably practicable and are committed to continual improvement and to enforcing an effective Work Safe Policy. To achieve this, we have three fundamental requirements.

### **1.0 Safe Systems of Work.**

All activities will be risk assessed and suitable and sufficient control measures will be implemented and cascaded to all employees and Contractors before the activities are undertaken. Risk assessments will be carried out in line with the Management of Health & Safety at Work Regulations 1999 Reg 3 and the HSE five steps to risk assessment INDG 163(rev4). Control measures are designed in accordance with a strict hierarchy that will reduce risks to as low as is Reasonably Practicable.

### **2.0 Competent Workforce.**

Sufficient training and mentoring are provided to ensure the competence of all staff. We do not expect any employees or Contractors to undertake any duties unless they are competent, trained and have been briefed on any relevant information specific to the task and have suitable PPE.

### **3.0 Safe Behavior's.**

We require all employees and Contractors to always work safely and to ensure that others around them work safely.

This includes: -

- Complying with site rules.
- Complying with site specific procedures and instructions.
- Wearing the correct and appropriate PPE.
- Using of the correct tools and equipment.
- Trained to use tools and equipment for identified tasks in hand.

Employees and Contractors refusing to work on the grounds of Health & Safety will be supported. Any reports of unsafe working will be investigated, and appropriate remedial action taken.

Managers and Supervisors will be responsible for ensuring all staff and contractors under their control comply with this policy and shall ensure that: -

- A safe system of work is in place.
- All employees and Contractors are competent and trained.
- Arrangements are in place to report unsafe acts.

**Escalation process - No disciplinary action will be taken against any individual who causes the Refusal to Work process.**

- Employee raises a concern with the line manager over an unsafe system of work, condition, or unsafe act. Operative and others affected move to a place of safety.
- System confirmed as safe or adjusted as necessary.
- Do both parties agree that it is safe to continue?
- If YES task or activity is re-started and details recorded
- If NO, the Director, or his deputy is contacted to investigate.
- System is either confirmed as safe or adjusted, developed, and implemented to make safe.
- Client consulted on outcome
- Do all parties agree it is safe to continue?
- If YES task or activity is re-started and supervisor records details.
- If NO re-deploy subcontractors/employees to other tasks if safe to do so AND
- Unsafe work activity is postponed until re-planned in a safe manner

This policy is communicated to all employees and Contractors and is reviewed periodically to ensure that it remains relevant and appropriate. This policy is available to all other interested parties on request.

This policy will be reviewed and evaluated annually unless there are changes in legislation when it will be reviewed and updated in accordance with those changes.

*Darren Hancock*  
Managing Director  
8 June 2021