

## HS07 - WorkSafe Policy Statement

Metclad Contracts Ltd operates a WorkSafe Policy (or refusal to work policy) for all its staff and subcontractors either on sites or office based.

Every member of the team has the absolute right to decline to carry out work if they feel it is not safe to do so.

This policy has been created to protect employees and to ensure that during operations their Health and Safety is not put at risk.

Any situation arising which leads to an individual or group refusing to work for health and safety reasons must be reported to management as soon as possible, and no work shall take place until the issues causing concern have been addressed.

Metclad Contracts Ltd will not discipline, discharge, suspend, lay off or demote any employee or impose financial or other penalty on an employee who invokes the refusal to work procedure.

All issues relating to using this procedure must be forwarded to the Safety Health Environment and Quality (SHEQ) Director.

In the event of conflict escalation for resolving a refusal to work is through the employees line manager for office based staff or Contracts Manager on site in the first instance. If an agreement cannot be made then the Managing Director will be contacted and their decision will be final.

All incidents will be investigated and the employee raising the WorkSafe concern will be kept informed of decisions throughout the process.

All lessons learnt from any incident or refusal to work will be briefed to all other relevant personnel.

A record of issues arising under this policy and the outcomes will be retained in the companies records.

The company also provides full confidential reporting by any staff member or subcontractor to the Safety Health Environment and Quality (SHEQ) Director.

Managers and staff are required to report any unsafe acts or conditions they have witnessed.

A handwritten signature in black ink, appearing to read "T. C. Millichap".

Tony Millichap  
SHEQ Director

RECORD OF CHANGES TO THIS DOCUMENT

Issue No.	Date of Issue	Summary of Changes
1	November 2013	Reviewed - No Changes
2	November 2014	Reviewed and no changes made.
3	December 2014	Wording updated in line with requirements of the policy
4	December 2015	Reviewed and changes made to Directors job title
5	December 2016	Reviewed and no changes made
6	December 2017	Reviewed personnel updates
7	February 2018	Reviewed and no changes
8	February 2019	Reviewed and no changes
9	February 2020	Reviewed and no changes
10	March 2021	Reviewed and no changes
11	March 2022	Reviewed and no change
12	March 2023	Reviewed and no change
13	July 2024	Reviewed and no change