

# Workplace Safety Policy

**1. Purpose** The purpose of this policy is to ensure a safe and healthy work environment for all employees, contractors, and visitors at CWSurfacing. We are committed to preventing accidents, injuries, and illnesses related to work activities.

**2. Scope** This policy applies to all employees, contractors, and visitors at CWSurfacing.

## 3. Responsibilities

- **Management:** Ensure compliance with safety regulations, provide necessary training, and maintain a safe work environment.
- **Employees:** Follow safety procedures, report hazards, and participate in safety training.
- **Contractors and Visitors:** Adhere to CWSurfacing's safety policies and procedures.

## 4. Safety Procedures

- **Risk Assessments:** Conduct regular risk assessments to identify potential hazards and implement control measures.
- **Personal Protective Equipment (PPE):** Provide and enforce the use of appropriate PPE, such as helmets, gloves, and safety vests.
- **Training:** Provide ongoing safety training to all employees, including new hires and contractors.
- **Emergency Procedures:** Establish and communicate emergency procedures, including evacuation plans and first aid protocols.
- **Incident Reporting:** Report all accidents, injuries, and near-misses immediately to management for investigation and corrective action.

## 5. Preventative Measures

- **Equipment Safety:** Ensure all equipment is regularly inspected, maintained, and used according to manufacturer guidelines.
- **Work Environment:** Maintain clean and organized work areas to prevent slips, trips, and falls.
- **Hazardous Materials:** Properly store, handle, and dispose of hazardous materials in accordance with safety regulations.
- **Health and Wellness:** Promote health and wellness programs to support employee well-being.

**6. Refusal to Work for Health and Safety Reasons** Any situation leading to an individual or individuals refusing to work due to health and/or safety concerns must be reported immediately to management. Management will investigate the situation promptly and take appropriate action to address the concerns and ensure a safe working environment.

Reasons for ceasing work must be given. The person in charge must then discuss with the employee and make an assessment of the situation and decide on a suitable course of action.

A revised risk assessment and method statement will be issued with additional control measures in place to allow work to be restarted.

If an agreement cannot be made on how to resolve the situation, no work will commence, and the issue must be reported to the Managing Director for further action.

7. Compliance CW Surfacing will comply with all relevant health and safety legislation and standards, including the Health and Safety at Work Act 1974 and the Construction (Design and Management) Regulations 2015.

8. Review and Improvement This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with current regulations.

Policy Authorised By



Luke Wenham, Director

POL013 Rev A

22/10/2025

