



# Worksafe Policy

Sai Engineering Associates Limited are committed to supporting employees to deal with immediate safety concerns. The Company operates a “work safe” policy for all personnel on site, to give confidence where there are genuine concerns about safety. All such reports will be given serious consideration by the Senior Management within the business.

**The aim:**

The aim of this policy is to allow personnel to stop work without any fear of retribution. If any individual considers the work in progress is being carried out in an unsafe manner, they are requested to inform management. For example, being asked to undertake a task without proper training, or without suitable personal protective equipment or if there is no safe system of work. The work safe procedure will then be implemented.

When an individual wishes to invoke the policy they should cease work immediately, ensuring that doing so does not endanger others. The Site Supervisor should be informed with an explanation of why the work safe procedure has been invoked and work has been stopped. The Supervisor shall note the reasons given by the individual and discuss an appropriate course of action to resolve the situation. Once both parties are satisfied that the work has been made safe, work can restart.

Where there is no agreement between both parties, the Site Supervisor shall inform the Company Senior Management for further investigation.

In the first instance all concerns should be reported to Sai Engineering Associates Limited. If individuals feel that concerns are not dealt with appropriately, they can contact CIRAS (Confidential Incident Reporting & Analysis System) on 0800 4 101 101 and they will carry out an independent investigation.

This policy will be reviewed annually or when circumstances indicate a change is needed.

Rupen Radia

Managing Director

Sai Engineering Associates Ltd.

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