## CAPITAL SKY LTD.

## **Work Safe Policy**

Capital Sky acknowledge our responsibility under the Health & Safety at Work Act and associated regulations and recognise our duty of care and undertake to

maintain safe systems of work affecting the health, safety and welfare of our employees. We will ensure that no one under our control is exposed to unacceptable levels of health or safety risks at work.

Capital Sky operates a Work safe Policy (or Right to Refuse to Work Policy) to protect our employees and ensure others not in our employment are not placed at risk. Every employee and Sub-contractor's team working on any Capital Sky managed project(s), has the absolute right to decline to carry out work if they feel it is not safe to do so.

Where the operation of a machine, a site condition or a method of working constitutes a danger to the employee or another person the employee may refuse to work. Any situation arising which leads to an individual refusing to work for Health and Safety reasons must be reported to the senior management on site as soon as possible, which in turn should be brought to the attention of the company Director immediately, and no employee should continue to work until the working environment is made safe. The Health and Safety Manager should be informed. Escalation for resolving a Refusal to Work is through the Project Manager or the Director and their decision will be final. Managers and staff are also encouraged to report any unsafe acts or conditions, which they have witnessed through the Near Miss Reporting procedure.

Capital Sky will not discipline, discharge, suspend, lay off or demote an employee or impose any financial or other penalty on an employee who invokes the Refusal to Work Procedure.

The Work safe Policy has been communicated throughout the organisation. These include inclusion in site document packs, the display on notice boards and detailing in staff and site induction.

Ultimate responsibility for the Health and Safety System is that of the Capital Sky Director but its application is the responsibility of everyone in the Company. It is the responsibility of the Company to provide adequate and appropriate resources to implement this policy

Signature

Martin Maloney

Managing Director

Date 16/05/2024

Next Review 16/05/2025

Rev 2 PY20