

|                  |           |         |              |
|------------------|-----------|---------|--------------|
| POLICY NAME:     | WORK SAFE | DATE:   | JANUARY 2026 |
| POLICY REVISION: | 02        | BY      | JC           |
| REVIEW PERIOD:   | ANNUALLY  | REVIEW: | JANUARY 2027 |



# WORK SAFE POLICY



|                  |           |         |              |
|------------------|-----------|---------|--------------|
| POLICY NAME:     | WORK SAFE | DATE:   | JANUARY 2026 |
| POLICY REVISION: | 02        | BY      | JC           |
| REVIEW PERIOD:   | ANNUALLY  | REVIEW: | JANUARY 2027 |



CONTENTS

1. AMENDMENTS AND UPDATES ..... 3

2. PURPOSE ..... 3

3. SCOPE ..... 3

4. LEGAL AND REGULATORY FRAMEWORK..... 3

5. KEY COMMITMENTS - SAFE SYSTEMS OF WORK ..... 3

6. KEY COMMITMENTS - STOP WORK AUTHORITY ..... 3

7. KEY COMMITMENTS - HAZARD IDENTIFICATION AND REPORTING..... 3

8. KEY COMMITMENTS - TRAINING AND COMPETENCE ..... 4

9. KEY COMMITMENTS - WELFARE AND WELLBEING..... 4

10. ROLES AND RESPONSIBILITIES ..... 4

11. MONITORING AND REVIEW ..... 4

12. COMMUNICATION ..... 4

13. BREACH OF POLICY..... 4

14. REVIEW AND CONTINUOUS IMPROVEMENT ..... 4

|                  |           |         |              |
|------------------|-----------|---------|--------------|
| POLICY NAME:     | WORK SAFE | DATE:   | JANUARY 2026 |
| POLICY REVISION: | 02        | BY:     | JC           |
| REVIEW PERIOD:   | ANNUALLY  | REVIEW: | JANUARY 2027 |



## 1. AMENDMENTS AND UPDATES

| ISSUE | DATE     | AMENDMENT / CHANGE                                                                                                      |
|-------|----------|-------------------------------------------------------------------------------------------------------------------------|
| FIRST | Unknown  | All previous versions saved in 'Archive' server                                                                         |
| 02    | Jan 2026 | Template, wording and sections, part of GFS improvement process. Amended Point 10 Operations Manager to Jonathan Clark. |
|       |          |                                                                                                                         |
|       |          |                                                                                                                         |
|       |          |                                                                                                                         |
|       |          |                                                                                                                         |

## 2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited's commitment to providing a safe and healthy working environment for all employees, contractors, visitors, and others who may be affected by our activities.

It ensures that all individuals have the right to stop work if they believe conditions are unsafe, without fear of reprisal. Our goal is to prevent accidents, incidents, and ill health, while promoting a proactive safety culture across the organisation.

## 3. SCOPE

This policy applies to:

- All employees, temporary staff, apprentices, agency staff and contractors working at Glass and Framing Solutions Limited.
- All third-party suppliers, contractors, and business partners.
- Visitors and clients on Glass and Framing Solutions Limited premises and sites.

## 4. LEGAL AND REGULATORY FRAMEWORK

This Work Safe Policy complies with:

- Health and Safety at Work Etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Construction (Design and Management) Regulations 2015 (CDM)
- ISO 45001:2018 Occupational Health and Safety Management Systems

## 5. KEY COMMITMENTS - SAFE SYSTEMS OF WORK

- Risk Assessments and Method Statements (RAMS) will be prepared and communicated before work begins.
- All operatives must follow safe systems of work, toolbox talks, and site-specific instructions.

## 6. KEY COMMITMENTS - STOP WORK AUTHORITY

- Any employee has the authority to stop work immediately if they believe it poses an imminent risk to health, safety, or the environment.
- Employees will not be penalised or disciplined for exercising this right.
- Work will only resume once the hazard has been addressed and verified as safe.

## 7. KEY COMMITMENTS - HAZARD IDENTIFICATION AND REPORTING

- All hazards, unsafe acts, and near misses must be reported to supervisors or managers.
- A formal reporting system will be maintained via company forms and the Intranet.
- Corrective and preventive actions will be documented, implemented, and reviewed.

|                  |           |         |              |
|------------------|-----------|---------|--------------|
| POLICY NAME:     | WORK SAFE | DATE:   | JANUARY 2026 |
| POLICY REVISION: | 02        | BY      | JC           |
| REVIEW PERIOD:   | ANNUALLY  | REVIEW: | JANUARY 2027 |



## 8. KEY COMMITMENTS - TRAINING AND COMPETENCE

- Employees will receive Health and Safety training appropriate to their roles, including induction, refresher, and task-specific training.
- Supervisors must ensure operatives are competent and authorised before commencing high-risk tasks (i.e. Working at height, operating machinery, handling hazardous substances).

## 9. KEY COMMITMENTS - WELFARE AND WELLBEING

- Adequate welfare facilities (WC, rest areas, drinking water) will be provided on all sites.
- Glass and Framing Solutions Limited promotes physical and mental wellbeing through supportive workplace practices.

## 10. ROLES AND RESPONSIBILITIES

- **Managing Director:** Overall accountability for health, safety, and enforcement of this policy.
- **Jonathan Clark:** Responsible for the implementation, monitoring, and communication of the Work Safe Policy.
- **Supervisors and Line Managers:** Ensure Risk Assessments are in place, hazards are controlled, and employees comply with safe systems of work.
- **Employees:** Responsible for following training, using equipment correctly, reporting hazards, and exercising Stop Work Authority when required.
- **Subcontractors and Suppliers:** Must adhere to Glass and Framing Solutions Limited safety standards, RAMS, and this policy.

## 11. MONITORING AND REVIEW

- Compliance will be monitored through site inspections, audits, and management reviews.
- Incident and near-miss data will be analysed to identify trends and prevent recurrence.

## 12. COMMUNICATION

- This policy will be communicated through inductions, toolbox talks, the company Intranet, and noticeboards.
- Copies will be available to clients, stakeholders, and subcontractors upon request.

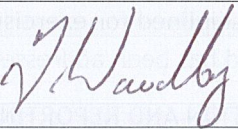
## 13. BREACH OF POLICY

- Failure to comply with this policy may result in disciplinary action in line with the Glass and Framing Solutions Limited Disciplinary Procedure. Contractors or suppliers may face contract termination if found in breach.

## 14. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

|                    |                                                                                     |
|--------------------|-------------------------------------------------------------------------------------|
| <b>SIGNED:</b>     |  |
| <b>NAME:</b>       | Tony Waudby                                                                         |
| <b>TITLE:</b>      | Managing Director                                                                   |
| <b>SIGNED FOR:</b> | Glass and Framing Solutions Limited                                                 |
| <b>DATE:</b>       | 15 <sup>th</sup> January 2026                                                       |