

SAFE WORK POLICY

Inspectahire supports the right of all employees and contractors to stop or refuse work where they reasonably believe there is a risk to their health and safety or that of others.

Employees and contractors are expected to raise any health and safety concerns relating to the work they are undertaking. Anyone who stops or refuses work in good faith on health and safety grounds will not be subject to disciplinary action or unfair treatment.

SAFE WORK POLICY

1. PURPOSE

The purpose of this policy is to promote safe working and ensure that employees and contractors are empowered to stop or refuse work where they reasonably believe it may be unsafe, without fear of recrimination or disciplinary action.

Work activities will be appropriately planned and risk assessed, with suitable control measures communicated to those involved. Where new, changed or unplanned work is required, the associated risks must be considered and appropriate controls put in place before work proceeds.

2. SCOPE

This policy applies to all employees and contractors of Inspectahire Instrument Company Ltd. and to all work activities undertaken internally, at client sites or on behalf of our customers.

3. DEFINITIONS

Person in Charge - The Manager, Supervisor or other person responsible for overseeing the work activity.

4. PROCEDURE

- 4.1 Any employee or contractor who reasonably believes that work is unsafe has the authority to stop or refuse the work and must report the concern to the Person in Charge as soon as practicable.
- 4.2 The Person in Charge will review the concern, assess the risk and determine what action is required before work proceeds. The concern, assessment and any additional control measures or corrective actions will be recorded on the relevant Risk Assessment. Significant concerns will be reported to the Operations Director.
- 4.3 Where the assessment identifies that the work cannot proceed safely, appropriate action will be taken before work resumes. This may include:
 - a) removing the hazard;
 - b) modifying the system of work or introducing additional controls to reduce the risk so far as reasonably practicable; or
 - c) stopping the task where the risk cannot be adequately controlled.
- 4.4 Where the concern cannot be satisfactorily resolved, the Manager or Supervisor will:
 - a) escalate the matter to a Senior Manager; and
 - b) where possible and appropriate, arrange suitable alternative work until the matter is resolved.
- 4.5 The Senior Manager or nominated responsible person will review the concern and take appropriate action to resolve the situation. This may include:
 - a) attending the work site where appropriate;
 - b) obtaining advice from a competent safety or technical specialist;
 - c) seeking guidance from the Health, Safety, Quality and Environment Consultant where required; and
 - d) communicating the outcome to the employee or contractor as soon as reasonably practicable.

- 4.6 Significant stop-work or refusal-to-work events will be reviewed by the Senior Management Team to identify any lessons learned and any required improvements to risk assessments, procedures or working practices.
- 4.7 All personnel will be made aware of their Stop Work Authority and the process for raising and managing safety concerns. Any training needs identified through this process will be addressed through the Company's training and competence arrangements.

Where applicable, personnel may also use the Confidential Incident Reporting & Analysis System (CIRAS) as an independent and confidential means of raising health, safety and wellbeing concerns. This does not replace Inspectahire's established reporting channels or the requirement to immediately stop and report work where there is an immediate safety risk.

Authorised by:


Cailean Forrester (Sep 4, 2026 15:14:16 GMT+1)

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