



There are legislated duties for workers to inform their employer of any unsafe work conditions relating to shortcomings in training, instruction or the employer's protection arrangements (procedures, methodologies, systems of work).

As directors of Northfield Construction Limited (NCL), we make this policy our personal statement of commitment to supporting any person who chooses to use the policy to prevent potential incidents and communicate their concerns.

It is our policy and expectation that any person identifying an unsafe condition or arrangement:

1. Takes reasonable action to make the situation immediately safe.
2. Reports their concern to the site's supervisor or manager and not restart the activity until they are satisfied that it has been suitably resolved.
3. Immediately escalates their concern to health and safety staff or a director if it is not being resolved locally.

It is expected that supervisors and managers:

1. Support their workers in resolving each situation.
2. Notify health and safety staff or a director of the situation, even if it has been locally resolved.
3. Consult with health and safety staff and directors to help identify opportunities for improvement.

Health and safety staff and directors will assess each case and when opportunities for improvement are found beneficial to health, safety, quality or the environment, will implement updates to the management system.

Persons making a report that leads to management system improvements will be considered as candidates for the Quality, Safety, Success (QSS) award.

Those found using this policy with malicious intent will be subjected to disciplinary procedures.

This policy will be reviewed annually or upon identifying opportunities for improvement.

Signed:

Date:

1-8-24

S. Dean
Company Director