

## **SAFE WORK POLICY**

Under the Health & Safety at Work Act 1974, every employee has the right to refuse to carry out work which is unsafe.

It is the employees' right, and duty to report any concerns that they have on carrying out a task that they feel will be unsafe. Bona fide cases of refusal to work on grounds of health and safety will be free from disciplinary action or discrimination.

### **SAFE WORK POLICY**

#### **1. PURPOSE**

To promote safety awareness and to help achieve an overall improvement in safety performance by acknowledging the right of employees and contractors to refuse to undertake work on Health & Safety grounds without the fear of recrimination or disciplinary action.

Safe systems of work have been designed, following risk assessments and implementation of control measures, to minimise the need for any individual to refuse to work on the grounds of Health & Safety. In addition to company safety procedures and work instructions, safe systems are also covered by the necessary legislation and contained in Railway Group Standards and Rules.

It is essential that when any new processes are required or an unplanned/unscheduled process is deemed necessary, a risk assessment is carried out, necessary control measures are put in place and the employee briefed on the outcome and any associated hazards which are unavoidable.

#### **2. SCOPE**

Applies to all employees and contractors of Inspectahire Instrument Company Ltd., for all activities undertaken by the company internally or delivered externally to our customers.

#### **3. DEFINITIONS**

Person in Charge - Immediate Manager/Supervisor, ultimately the Managing Director.

#### **4. PROCEDURE**

- 4.1 Any employee who has reason to refuse to carry out work on grounds of any Health & Safety hazard must report the circumstances immediately to the Person in Charge.
- 4.2 The Person in Charge shall determine the grounds for refusal to work, make an assessment and determine the course of action to be adopted, this should also be reported to the Operations Director. The assessment and any subsequent corrective action shall be recorded on the work scope Risk Assessment.
- 4.3 Following any assessment which concludes that the refusal to work was justified, arrangements shall be made to action one of the following:
  - a) Remove the hazard.
  - b) Modify the system of work to eliminate or reduce any risk prior to proceeding with the task as far as reasonably practicable.
  - c) Stop the task.

- 4.4 Where following the necessary corrective action the area of concern is not satisfactory resolved, the local manager/supervisor must:
- a) Inform his/her manager
  - b) Arrange for reasonable alternative work to be carried out.
- 4.5 The Senior Manager, or nominated responsible person may arrange to resolve the situation which may include the following:
- a) Attend the work site as soon as possible to give a management ruling.
  - b) Where necessary call a safety or technical expert to make an independent evaluation of the situation.
  - c) If considered necessary, contact the HSQE Consultant to seek guidance.
  - d) Give the employee his decision as soon as possible.
- 4.6 Feedback on details for refusal to work by employees or contractors shall be made to the senior management team, to enable matters of policy and procedure to be incorporated in the relevant standards.
- 4.7 All personnel shall be made aware of procedures for dealing with refusal to work and, where appropriate, training needs identified by the process shall be included in individual training profiles and Job Descriptions.
- a) If considered necessary, contact the Safety Representatives/HSQE Consultant.
  - b) Give the employee his decision as soon as possible.

Staff can also access the Confidential Incident Reporting & Analysis System (CIRAS) at principal Contractors' sites, should they wish to report unsafe practices.

CIRAS can be accessed via the internet at <http://www.ciras.org.uk/> or by calling directly: Telephone 08004 101 101

Authorised by:

  
Cailean Forrester (Sep 9, 2024 11:37 GMT+1)

Name: Cailean Forrester

Title: Managing Director

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(Review period is within 13 months)

# Safe Work Policy 2024 - 2025

Final Audit Report

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