

# Work Safe Policy

PL-005 Work Safe Policy

Date:	Changed by	Change/Amendment	Version
Nov 18	P. Lindley	First issue	v1.0
April 21	P. Lindley	Review	v2.0
May 22	T Ellis	Annual Review	V3.0
Jul 23	T Cartwright	Annual Review	V4.0

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# Work Safe Policy

The Health & Safety at Work Etc. Act 1974 requires the Company to ensure, so far as is reasonably practicable, the Health and Safety of our employees and anyone else who may be affected by our acts or omissions. The purpose of this Policy is to ensure that all employees are aware of the manner in which the Company gives the opportunity to stop working, should employees consider the working environment or the working practice to be unsafe. To carry out this policy, responsibilities for Health and Safety have been clearly defined, allocated and accepted at all levels. All employees must play their part in implementing this policy if safety standards are to improve.

*Employees will not be subject to disciplinary action, or disadvantaged in any way, if they refuse to work on the grounds of health and safety and are therefore encouraged to identify unsafe acts and conditions.*

## **Work process is as follows:**

- If an employee (individual) believes that a task or condition will endanger either themselves or others, work should cease, and the situation be immediately reported to the person in charge on site (The Company representative as appropriate). The situation will then be reviewed by the person in charge on site and consideration will be given to the safety impact on the individual and others. Wherever possible, immediate and appropriate action must be taken to resolve the situation.
- As a result of the review, the system of work will either be confirmed as safe or amended. If the individual is satisfied with this outcome, they will resume work.
- If the individual remains dissatisfied, the person in charge will contact the Company Director providing all the relevant details / background to the situation. If the situation cannot be resolved, a benchmark review will be undertaken by the director against all legislative, Railway Group, Network Rail Standards and industry best practice to determine the safety impact of the task or condition.
- If the benchmark review fails to produce a satisfactory outcome, the disputed system of work will cease and the Company H&S Consultant and the customer will be informed as soon as practically possible.
- The Health & Safety Consultant will liaise with the customer to consider the disputed working arrangements, making any necessary changes and advise the Director accordingly. Changes to working arrangements will be documented and implemented by the director. This may include amendments to internal work instructions, processes, risk, aspect and COSHH assessments. Additional levels of training and competence may be required by individuals or further briefings as appropriate.
- Full details of the eventual, agreed outcome will be forwarded to the complainant and the customer where appropriate. Suitable records will be maintained.
- Should the complainant still be dissatisfied with the system of work, the Company will provide independent arbitration from an external source. The Company will undertake to follow the arbitrator's advice. Should the arbitrator uphold the Company safe system of work and the complainant still refuse to work; the Company will implement the disciplinary procedure.
- All employees are encouraged to report unsafe acts and conditions to the Company as soon as they become aware of them. Employees are also able to report concerns confidentially through CIRAS (Confidential Incident Reporting & Analysis System). Reports can be made online at [www.ciras.org.uk](http://www.ciras.org.uk) or by telephone via the report helpline on 0800 4 101 101.

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The arrangements in place to implement this policy form part of the company's day to day operational procedures and as such are reviewed on a continuous basis. Where opportunities for improvement in safety standards or safety problems are identified they will be tackled promptly, with enough resources, to ensure that they are adequately dealt with, implemented and briefed to all employees.

This policy statement will be formally reviewed on an annual basis.

Signed:

A handwritten signature in black ink, appearing to read 'Pete Lindley', with a long horizontal stroke extending to the right.

Pete Lindley  
Managing Director – July 2023