



Company Policy
Work-safe / Refusal to Work

Company Policy

Issue Date

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If an employee honestly considers that the work activity he/she is being asked to undertake involves an unacceptable risk of injury or damage to equipment he/she has the right to refuse to continue work until the risk is reduced to an acceptable level. The Company's procedure for this action is issued to each employee involved in the induction process. Employees raising an honest and reasonable complaint are protected by law from any disciplinary action. The process is explained on form F06 issued to all staff.

A Work-safe or Refusal to Work Policy is applicable on all work activities undertaken within the group. Any employee who considers that his/her health and/or safety are being unnecessarily or unreasonably threatened by an unsafe work practice, location or environment has the right to stop work and request changes to eliminate or reduce the perceived risk.

The company has an obligation to investigate the complaint and if justified to take such measures as are necessary to reduce the risk to an acceptable level.

If it is considered that the complaint is not justified the responsible person must attempt to explain or demonstrate that the level of risk is acceptable and then require that work continues.

If agreement cannot be reached then the complainant should vacate the work area and contact his line manager or the HSQE manager for further advice and instructions. Persons invoking this procedure are protected from any associated disciplinary action and will not be subjected to discrimination or disciplinary action.

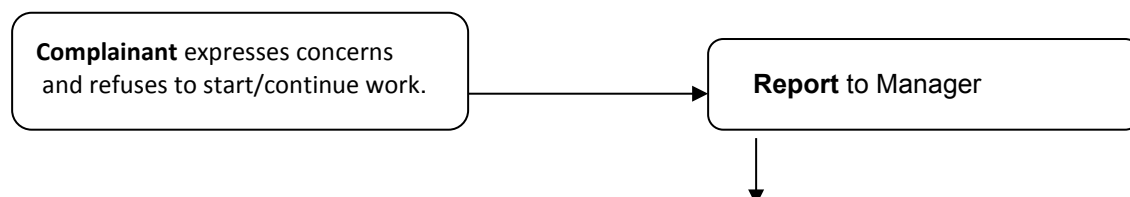
Refusal to work on the grounds of concerns over issues relating to Health & Safety is a key component of our Health & Safety policy. In the event of an employee expressing concern over these issues, they will be supported and an investigation carried out to determine if the concerns are well founded. In the event of no substantive evidence of the concerns being justified the complainant will be asked to carry out the task. In the event of the concerns being justified the work will be suspended until a safer method can be found.

Procedure:

- Employee raises a concern with the job Manager over an unsafe system of work, condition or unsafe act. Operative and others affected move to a place of safety.
- Person who set up the system of work (usual department manager), stops the specific task or activity and reviews safety arrangements.
- System confirmed as safe or adjusted as necessary.
- Do both parties agree that it is safe to continue?
- If YES task or activity is re-started and designated manager or Supervisor records details
- If NO the Managing Director or HSQE Manager is contacted to investigate
- System is either confirmed as safe or adjusted, developed and implemented to make safe
- Do all parties agree it is safe to continue?
- If YES task or activity is re-started and Manager records details
- If NO re-deploy work group to other tasks if safe to do so AND
- Unsafe work activity is postponed until re-planned in a safe manner

Confidential Reporting

Concerns about safety should be raised with your line manager however if you feel that these channels are inappropriate or inadequate you may contact The Health & Safety Executive on 08453450055. All reports are treated in **absolute confidence**.





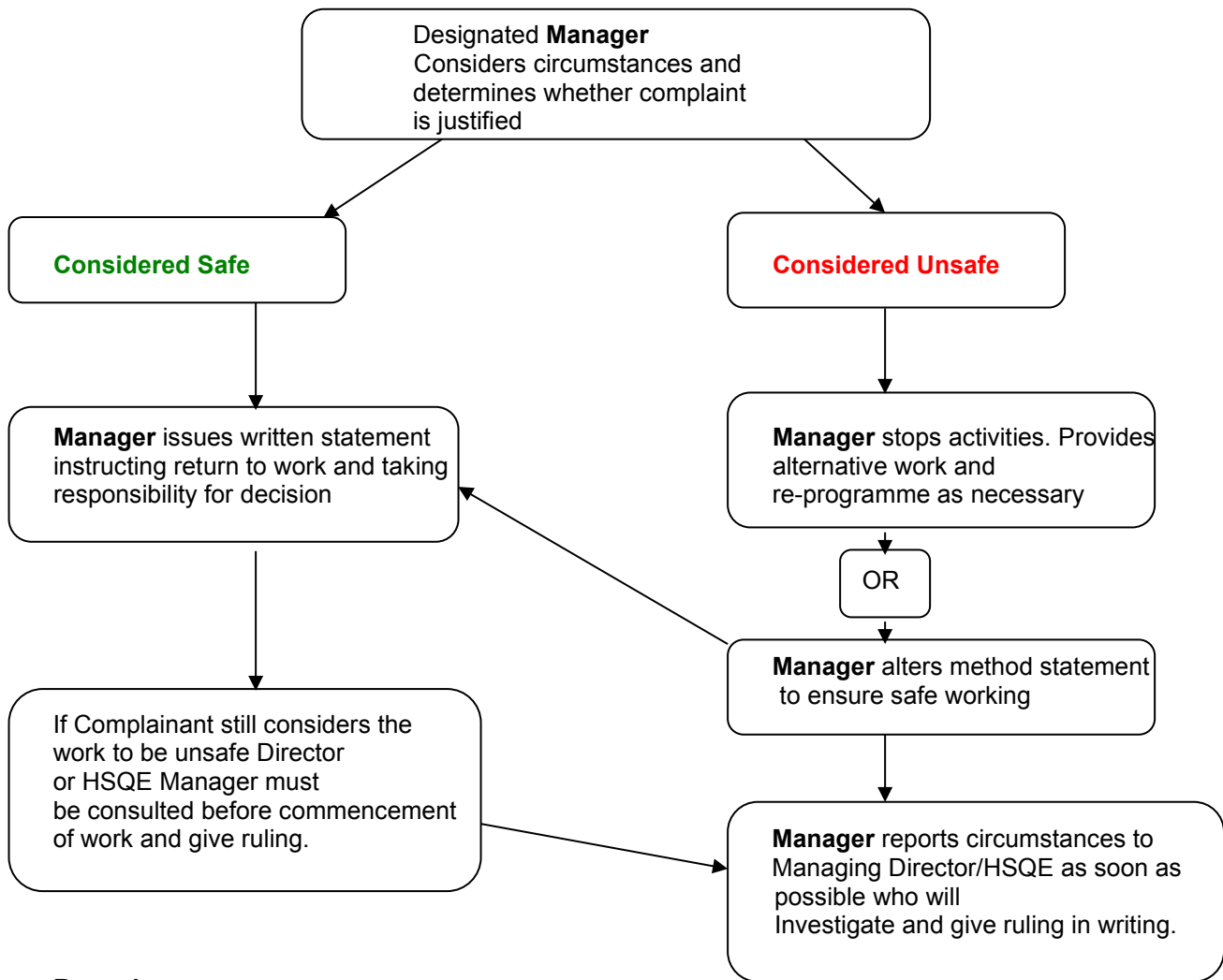
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Records

Worksafe reports to be retained for minimum 5 years

Signed

.....Date.....