Form Title: Worksafe Policy
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Author: PRB Consulting
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WORKSAFE 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 provides the opportunity to stop working, should employees consider the working environment or the working practice to be unsafe. In order 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 (Company representative as appropriate). Where appropriate, CIRAS should be contacted on 0800 4101 101.
- Where an individual instigates this policy, Route Control/SCO24/7 shall be contacted, and the arrangements set out in NR/L2/OHS/00112 shall be applied.
- A log of the call will be created by Route Control/SCO24/7 and the Responsible Manager will be contacted
- The Responsible Manager will contact the Responsible person at the location or site and 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, or it is agreed that the task is unsafe the Responsible Manager will cease all activities and advise Route Control/SCO24/7 who will close the call.
- The Responsible Manager will be issued with a copy of the Worksafe Capture Form from Route Control/SCO24/7 and the H&S consultant and the customer will be informed as soon as practically possible.
- 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's safe system of work and the complainant still refuses to work, the Company will implement the disciplinary procedure
- 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 sufficient resources, to ensure that they are adequately dealt with, implemented and briefed into all employees.

Ciras are contactable on:
Freepost: CIRAS
Report hotline: 0800 4 101 101
Report textline: 07507 285 887
Enquiries: 0203 142 5369
Online: www.ciras.org.uk
This policy statement will be formally reviewed on an annual basis.

Signed: 

Role: Managing Director

Date: October 2026

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