

Work Safe – Refusal To Work



Introduction

The need for anyone to refuse work, on the grounds of serious danger or inadequate safety measures, should rarely occur, but the possibility exists, this procedure explains what staff should do.

Scope

This policy applies to all managers, supervisors and staff working for Renown Consultants Ltd.

Purpose

- **To provide a recognised method for staff to deal with immediate safety problems**
- **To give staff the confidence that if they question the safety working arrangement in use their views will be given serious consideration by line management and they will not face recriminations including any disciplinary action.**
- **To ensure that work stops or the system is changes if potential or imminent serious risk of accident/incident arises**

Procedure

Report the Situation

- If members of staff believe that a task that they are required to carry out will endanger themselves or others then they should cease carrying it out and immediately report the situation to the person in charge.
- When considering the dangers involved to others, staff must have in mind that this could be a colleague but it also could be a member of the public, another railway employee or it could be danger to trains on track.

Review of the Situation

- The person in charge will review the situation, considering the relevant risk assessment rules and instructions covering the task in hand – Refer to the check listing for guidance later in Safety Induction Booklet
- As a result of the above the system of work will be confirmed/stopped or amended.

Situation Resolved

- If the members of staff are satisfied with the decision then they will immediately resume working

Situation Escalated

- If members of staff are still not satisfied with the outcome then the person in charge will consult with the relevant Operations Manager or Line Manager and ensure that the client is informed
- The Operations Manager or Line Manager will review the situation taking into account the client/Network Rail Considerations and instructions and will review all aspects of the work and will confirm/amend the system of work so that work can re-commence

Escalated Situation Unresolved

- The Operations Manager or Line Manager is not satisfied that a safe system of work can be provided then the disputed system of work will cease to be used and appropriate action will be taken to ensure the safety of staff and customers including making sure that the site is safe

Review

- As soon as possible after the incident a review of the system of work will be carried out by the SQE team involving all relevant personnel
- Where required new system of work and working practices will be implemented ensuring that all lessons learned are implemented and briefed to staff
- No disciplinary action shall be undertaken against any person who raises a Worksafe issue on the grounds of health and safety.

Policy Review: *This policy shall be reviewed as required on a minimum yearly basis.*

Handwritten signature of P. Mulvihill in black ink.

P Mulvihill
Managing Director

Handwritten signature of W T Smith in black ink.

W T Smith
Managing Director

April 2010