
WORKSAFE / REFUSAL TO WORK POLICY STATEMENT

Forkers Ltd operates a Worksafe/Refusal to Work Policy. The company is committed to ensuring that all staff and employees go home safe and well and it is the company's intention that safe working environments are provided on all of its sites. Therefore, if any employee (including sub-contractors or suppliers employee) is being asked to perform work by the company, the company's clients or by others that they believe is inherently unsafe, they should **'STOP'** work immediately.

IF YOU CAN'T DO IT SAFELY – DON'T DO IT!

We do not expect you to carry out work for which:

- You are not trained or competent to undertake
- You do not have the correct tools, equipment, or materials to complete
- There is no safe system of work in place (supervision, method statements, risk assessments, RAMS, Permits etc)
- You have not been fully briefed on the work to be carried out
- You do not have the correct personal protective equipment.

This Worksafe/Refusal to Work Procedure will enable employees to feel confident that if they have genuine concerns about health and safety and/or about the safe system of work, their concerns will be given serious consideration, will be fully investigated and appropriate remedial action taken and that they will not face recriminations nor will be subject to any disciplinary action.

If you have a health and safety concern:

- Cease work immediately, ensuring that in doing so you make the area safe and are not endangering others, move to a position of safety and contact the manager who is in charge without delay, explaining why you have stopped work.
- If the manager agrees that the working procedures are unsafe then he or she must either:
 - Alter the method of working (Safe System of Work) so the work can be safely restarted using the revised Safe System of Work and any agreed additional control measures which will be contained in revised RAMS documentation; or
 - Order the work to be stopped whilst a full review of the task is undertaken, including methods of work, risk assessments, resources, training, and competency requirements, to enable the work to be reprogrammed and restarted safely.
 - Where possible allocate alternative tasks to the workforce while the suspended task is under review.
- If no agreement is reached, work shall not restart and the manager must report the circumstances to their senior manager e.g. Contracts Manager or Director who shall, after suitable investigation:
 - Conclude the task is safe and direct a return to work; or
 - Amend the safe system of work to everybody's satisfaction and arrange a return to work; or
 - Agree the task cannot be carried out safely and must be fully reviewed – in this case the work site shall be left in a safe condition and employees assigned to other work.

Managers and Supervisors will be responsible for ensuring all staff and sub-contractors under their control comply with this policy and shall ensure that:

- Safe systems of work are in place for all activities.
- All employees and sub-contractors are competent to complete the tasks they are allocated.
- Arrangements are in place to report unsafe acts or any safety concerns.

We hope you will join us in a personal commitment to making our company and worksites safe and effective places to work.



D Cartwright, Construction Director

1st January 2024