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| **CAL-HS-PD-0705** |
| **Refusal To Work On Safety Grounds** |
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| **Procedure** |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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###### Contents

[1.0 Heading 1 1](#_Toc181035382)

[2.0 LEVEL 1 1](#_Toc181035383)

[3.0 LEVEL 2 1](#_Toc181035384)

[4.0 LEVEL 3 2](#_Toc181035385)

[5.0 LEVEL 4 2](#_Toc181035386)

[6.0 HEALTH AND SAFETY EXECUTIVE 2](#_Toc181035387)

[7.0 IMPORTANT NOTES 2](#_Toc181035388)

# Heading 1

1. The purpose of this procedure is to lay down clear guidelines for all employees and sub-contract employees on the actions to be followed in the event of a situation arising where personnel feel they are justified in "refusing to work" on the grounds of health or safety issues.
2. It is the intention to set out the steps that must be followed to ensure that these concerns are investigated without fear of reprisal or victimisation.
3. There are four levels to this procedure and each must be followed in sequence.
4. This procedure in no way alters the need to report accidents and hazards through the normal channels.

# LEVEL 1

1. If an individual has a concern relating to any aspect of health and safety, then it is essential that this individual report the matter.
2. to his supervisor, safety co-ordinator or safety advisor at the earliest opportunity.
3. If this concern is directly related to the task that the individual is undertaking at the time and he feels that he is at risk, then he should walk away from the area and immediately raise the matter with his supervisor.
4. If it is felt necessary, the matter should also be referred to any safety representative. covering that area.
5. The safety officer or advisor may be contacted for further advice.
6. The individual raising the matter will be kept informed and given feedback on progress by his supervisor or safety co-ordinator.
7. Where the matter is resolved the individual will return to work.

# LEVEL 2

1. If no action appears to have been taken or if no satisfactory conclusion has been reached, then the individual along with his supervisor should then report the matter to the next level of management or supervision and if in a potentially dangerous area he should remain away from the worksite in question.
2. Supervision may request that the individual reporting the matter be assigned to alternative work or given other directions pending the outcome of the investigation.

# LEVEL 3

1. If no satisfactory resolution of the matter in question has been reached with supervision, then the individual may request that the matter be reported to senior management (in the presence of the individual concerned).
2. The designations of personnel at each level along with contact numbers should be made available

# LEVEL 4

1. Should it be felt that none of the above actions have resulted in appropriate action being taken then individuals can contact:

# HEALTH AND SAFETY EXECUTIVE

1. Contact number - Aberdeen - 01224 252500
2. In exceptional circumstances ONLY, where there is perceived to be imminent risk of serious bodily injury and no action or wholly inappropriate action has been taken to avert that risk, contact may be made with the local area Health and Safety Executive. Anonymity will be assured if requested.

# IMPORTANT NOTES

1. If an unsafe act is reported to a person in authority and no further investigation or action is taken by that person, this behaviour would be deemed to be negligent and would be dealt with under disciplinary procedures.
2. If a person is judged to be harassed or victimised because of reporting an unsafe act or condition, then the person responsible for this type of behaviour will be dealt with under the disciplinary procedures.
3. If a person believes he has been victimised because of reporting an unsafe act or condition, then that person should report the matter directly to the General Manager.
4. It should also be noted that where an appointed safety representative considers that there is an imminent risk of serious bodily injury arising from any activity at a site, he should make immediate representations to Senior Management who will then have the responsibility for informing the HSE.

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