

**WORK SAFE POLICY**Issue No: 02  
Issue Date: 29/09/2023

Under the Health & Safety at Work Act etc. 1974, Haigh Rail has a duty to ensure, so far as is reasonably practicable, the health and safety of its employees and anyone else who may be affected by its acts or omissions, in pursuit of its business activities.

Haigh Rail has therefore established a WorkSafe Policy and Refusal to Work (WorkSafe) procedure for its employees, direct or subcontract, across all its worksites. The policy supports the right of any employee, direct or subcontract, to refuse to carry out work on the grounds of unsafe practices or conditions.

This Policy and related procedure have been established to give Haigh Rail workforce confidence that if they question any unsafe practices or conditions, or the safety of working systems, their views will be given serious and immediate consideration by the Haigh Rail management team, and they **will not face recriminations from line managers**. It provides a method for employees, direct or subcontract, to deal with immediate safety problems, to ensure that work stops, and the system is reviewed and changed, if potential or serious risk of accident or incident arises. The person in charge on site will respond positively and promptly to the invocation of the WorkSafe Procedure (viewing it as a positive intervention by a member of the workforce). Consideration will be given to the safety impact on the individual and others and immediate and appropriate action will be taken to resolve the situation.

Each role at Haigh Rail has its role and health and safety responsibilities clearly defined within each of Haigh Rail Competence Profiles. These responsibilities include the duty of all employees to work in such a manner as to not endanger themselves or anyone else by their actions or omissions. All employees must therefore play their part in abiding by those responsibilities. However, in order to ensure safety standards continually improve, they are encouraged to report any unsafe acts or conditions they have witnessed, thereby supporting the implementation of this Policy.

Haigh Rail provides full confidential reporting arrangements via line management or its dedicated HSEQ Manager (contact numbers are on the HSE Law Poster displayed at all sites, or within site / project documentation).

However, should any worker feel that these reporting channels are inappropriate or inadequate, they may contact CIRAS, the rail industry's Confidential Information Reporting and Analysis System.

All reports to CIRAS are treated in absolute confidence and CIRAS is free to anyone working on or around the rail network:

- **Freephone:** 0800 4 101 101
- **Text :** 07507 285 887
- **Freepost:** Freepost CIRAS

Haigh Rail will monitor the compliance and effectiveness of this policy by way of internal inspections and audits.

This Policy complies with the requirements of Network Rail Company Standard **NR/L2/OHS/00112 – WorkSafe Procedure** (latest Issue) and when required we will report to the NR NSC 24/7 or Signalling Control Centre who will record the issue.

Signed:



(Managing Director)

Dated: 29/09/2023