

Policy Statement

SCCS Survey Equipment Limited strives to promote the Health, Safety and Welfare, achieved through the management of Health & Safety in accordance with current legislation and approved codes of practice.

The Company aims to eliminate hazards wherever possible. Wherever a hazard cannot be eliminated a hierarchy of controls shall be implemented to manage the risk. A hazard is identified as a substance, produce, activity or process that has the potential to cause harm. Risk is defined as the likelihood of a hazard to cause harm coupled with the severity it could cause.

Definitions

The Company: shall mean SCCS Survey equipment Ltd
Management: shall mean the senior management team
PPE: Personal Protective Equipment

Employee Obligations

All employees of the Company have an obligation to:

- Take responsibility for their own health & safety whilst carrying out the duties for which they are employed and/or during their working hours.
- Take responsibility for the safety of work colleagues and any other person affected by the acts or omissions of the employee whilst carrying out the duties for which they are employed and/or during their working hours.
- To work as trained and in accordance with safety instruction issued.
- Not to misuse any (safety) equipment or PPE issued for use.
- To report any/all safety concerns for resolution, in accordance with this policy.
- To cooperate with the Company for the purpose of Health & Safety compliance.

Management Obligations & commitments:

The Company has the following obligations and commitments:

- Identify work activities that could cause injury or illness and take suitable action to either eliminate or control that risk where elimination is not possible.
- Identify risks at its premises that could cause injury or illness and take suitable action to either eliminate or control that risk where elimination is not possible.
- To maintain a robust health & safety management system suitable to its operations.
- To provide risk and control information to all relevant personnel/persons
- Actively engage with employees on matters of health & safety
- Provide appropriate PPE (Personal Protective Equipment) where required, free of charge.
- Provide suitable welfare and first aid facilities
- Create a positive safety culture that encourages employees and other relevant persons to report any unsafe act or condition

WORKSAFE POLICY

Policy Reference:	014.4.2014.PL
Revision No:	11
Revision Date:	12/01/2023
Date of 1 st Issue:	17/03/14
Reviewed by:	Tess Withey
Approved by:	Kevin Smith

- No person shall suffer detriment (be penalised) for reporting any concern or refusing to work on any reasonable, legitimate safety ground

Refusal to work on safety grounds

This policy applies to any person acting on behalf of the Company (such as employee, agency worker, other agent or contractor) in the execution of agreed duties for which they are retained (on or off site).

This right is subject to the following conditions:

- The right to decline to work is based on a reasonable legitimate safety ground where it is felt that the safety of the individual is at risk (and the risk has not been adequately eliminated or controlled).
- The right to decline to work is based on a reasonable legitimate safety ground where it is felt that the individual would be placing others at risk (and the risk has not been adequately eliminated or controlled).
- The refusal to work is notified in accordance with the escalation process set out below.
- The individual will not recommence work until an appropriate resolution has been achieved (via an authorised person set out in this policy).
- Where an individual is at customer site, they will notify the person responsible for site safety (at that site) setting out their safety concern(s) and refusal to work. The site manager shall be provided with contact details for the Company Health & Safety Manager so that the parties may resolve concerns collaboratively. In the absence of the Health & Safety Manager the individual may speak to the designated Health & Safety deputy who in turn can coordinate with Management, as appropriate.

Reporting and escalation process for refusals

- When working at Company premises any safety concern should be reported to the Health & Safety Manager.
- Where the Health & Safety Manager is not available on site the Health & Safety deputy should be approached who can liaise with Management. Additionally, Management may be approached directly. Management may delegate responsibility to an appropriately competent member of personnel, or liaise directly with the individual or liaise with the individual via the Health & Safety deputy.
- When working off site concerns should be reported as set out above. In addition, a report should be made to the person responsible for site safety at that location. The site safety manager should be provided with contact details for the Company (the Health & Safety Manager, deputy or Management depending on who the report has been made to).
- Whilst the Company reach a decision on appropriate resolution/corrective action the individual should stop all activities (they are engaged in) and remove themselves from harm (as instructed by either the Company and/or site safety manager). They shall also take such further action (to secure any area) that they are reasonably instructed to.

WORKSAFE POLICY

Policy Reference:	014.4.2014.PL
Revision No:	11
Revision Date:	12/01/2023
Date of 1 st Issue:	17/03/14
Reviewed by:	Tess Withey
Approved by:	Kevin Smith

- The individual will be updated with instructions in a timely and full manner (in proportion to the risk). Where appropriate the Company will liaise with any applicable site safety manager.
- Wherever it has not been possible to liaise with a site safety manager the individual will report to the Company (only) and the Company will reach its own decision (notifying the individual accordingly).

Records of refusals

Records of reported unsafe acts/conditions shall be logged and retained in accordance with Company data retention policy.

Records will capture:

- Date and time of report
- Name of individual making report
- A description of the unsafe acts/conditions
- Details of resolution/result of investigation
- Date and time of resolution

Safe working within the supply chain

The Company expects its supply chain partners to put into place similar Worksafe Refusal practices. The ability of its supply chain partners to meet required standards will be assessed using a variety of methods which might include verbal exchange/enquiry, website research, email exchange and audit via supply chain questionnaire. Where appropriate the supply chain is requested to sign a Supplier Code of Conduct agreeing to operate within required parameters of the Company.

Ciras confidential Reporting Arrangements for Rail Work

1. The Company has in place membership with Ciras for the confidential reporting of safety concerns to an independent body.
2. All concerns that you are not comfortable to raise as set out in this policy can be raised with Ciras
3. To contact Ciras please freephone: 0800 4 101 101 or text 07507 285 887. You can also raise a concern online at <https://www.ciras.org.uk/raise-a-concern>. Our membership number is C1986.

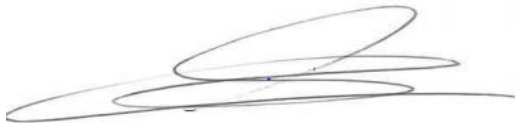
WORKSAFE POLICY

Policy Reference:	014.4.2014.PL
Revision No:	11
Revision Date:	12/01/2023
Date of 1 st Issue:	17/03/14
Reviewed by:	Tess Withey
Approved by:	Kevin Smith

Policy Review

This policy will be reviewed not less than annually.

Signed:



Print name: Kevin Smith

Position: Managing Director

Revision No: 11

Date: 12th January 2023

Next review: 12th January 2024