

PURPOSE & SCOPE

The objective of this procedure is to ensure that safe systems of work are developed, in order to ensure that personnel are not or do not remain exposed to unacceptable levels of risks at a work site or on clients work site.

A.P Webb Plant Hire does not expect any employee to work in an unsafe manner on its sites or that of its clients in order to achieve results, if the work cannot be undertaken safely – then it must not be done.

ISSUE APPROVAL

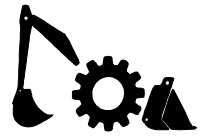
Name**Title****Paul Helks****Compliance Director****Signature:****Date:****S.O.F****13/02/2020**

ISSUE AUTHORITY

Name**Title****Micheal Burton****SHEQ Manager****Signature:****Date:****S.O.F****13/02/2020**

Issue Record

Issue	Date	Comments/Amendments
One	03/03/2003	Original Document
One rev 1	26/01/2004	Reviewed – Change frequency of Safety Executive Meeting and Change is shown in Red Print
Two	18/07/2006	Incorporate NR/SP/OHS/00112 – Issue 1 – Occupational Health and Safety Manual – Work safe procedure and rewritten.
Three	22/07/2008	Reviewed – in line with integrating all management systems including Core, Quality, Health and Safety, and Environmental,
Four	05/03/2012	Reviewed – Any Changes Highlighted in Red Print
Five	18/09/2015	Reviewed - CIRAS Contact Details added.
Six	08/01/2018	Reviewed – Changes in Red Print
Seven	18/11/2019	Reviewed – Following ISO9001 Audit – Changes in Red Print – Not specific to Webb's
Seven	13/02/2020	Reviewed – by P.Helks & M Burton.



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RELATED DOCUMENTS

NR/L2/OHS/00112 - Rail Industry Standard – Work Safe Procedure
RIS 3701 – TOM

1. RESPONSIBILITIES

Any Employee who considers their or others safety to be compromised should:

- Cease work immediately, ensuring that doing so does not endanger others.
- Move to a position of safety, and
- Immediately contact the person in charge, explaining that they have invoked the Worksafe Procedure and explain why they have stopped work.

2. DEFINITIONS

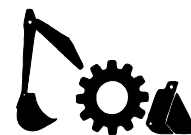
Person in Charge – Line Manager, supervisor or other person directly in charge of the operation or system of work, including the COSS where applicable.

POS - POS representatives are responsible to ensure that the safe work plan is adhered to.

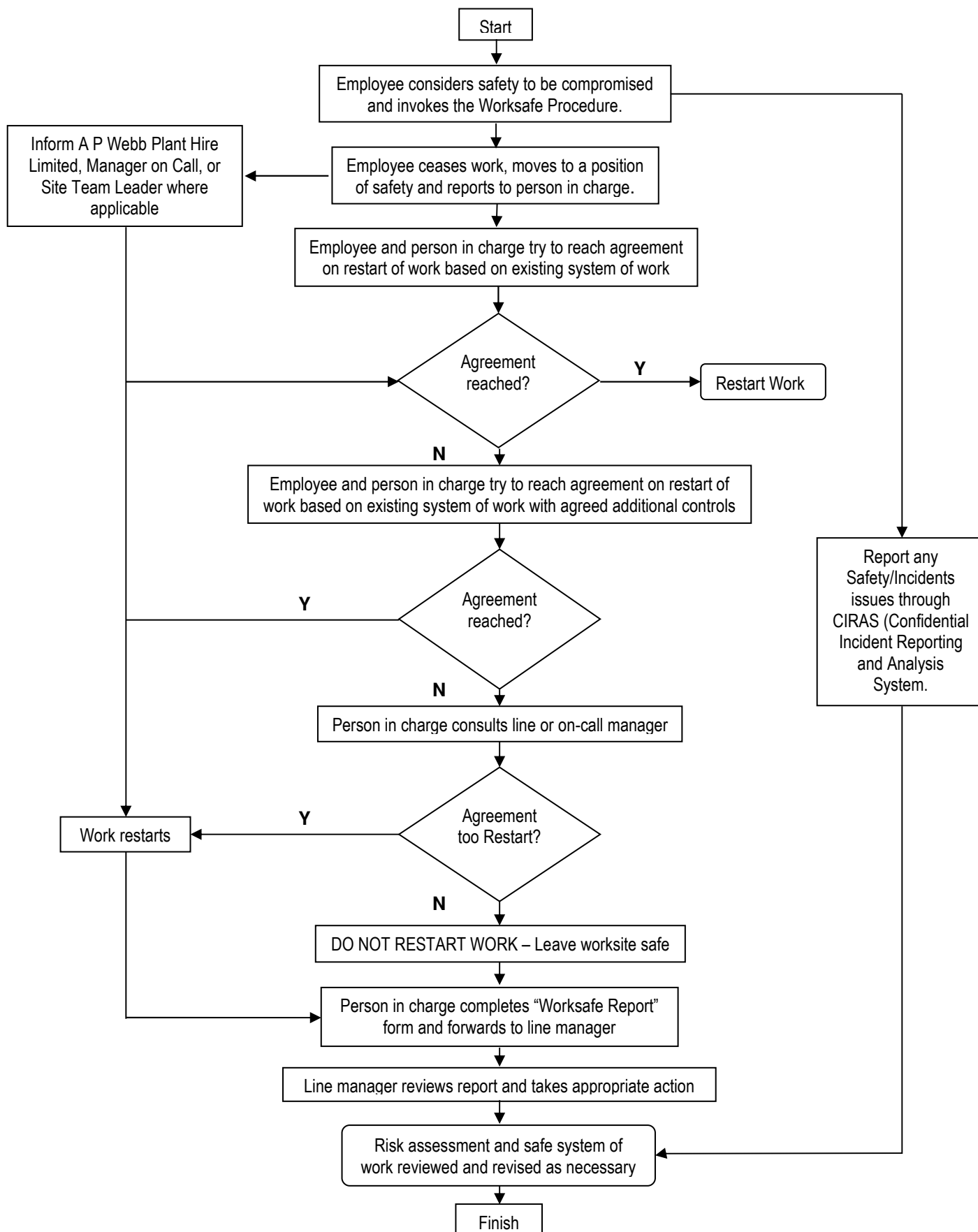
In the event of the requirement for the work safe procedure to be invoked the POS must ensure that all work is stopped immediately until the job is made safe.

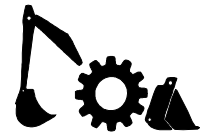
Also always inform Manager on Call and the Team Leader on site where applicable.

CIRAS – Confidential Incident Reporting and Analysis System



3. ROCESS MAP





4. PROCEDURE

4.1 Organisation

The objectives of the Work safe Procedure are to ensure that all staff have the confidence that if they question the safety of systems of work, their points will be given serious consideration, and they will not face recriminations, also that work can be stopped if the system of work is challenged, or a serious risk of accident arises.

4.2 Invoking the Procedure

Any employee who considers their or others safety may be compromised can stop the system of work. The person in charge shall note the reasons given for invoking the 'Work safe procedure' and in discussion make an assessment of the situation and determine the course of action.

Employees shall inform A P Webb Plant Hire Limited Main Office, Manager On Call or Site Team Leader where applicable when invoking the 'Work safe Procedure'.

The person in charge and the employee will try to reach an agreement that there has been a suitable and sufficient risk assessment of the task, the system of work is safe and that the work can be restarted.

If no agreement is reached on this basis, the work will not be restarted and the person in charge and the employee will try to reach an agreement that the work can be restarted using the existing system of work with agreed additional control measures.

If no agreement is reached on this basis, the work will not be restarted and the person in charge will consult their immediate Line or On-Call Manager. Employees at this point must also consult with the Main Office, Manager On Call or Site Team Leader where applicable who will, after suitable investigation:

- Conclude the task is safe and direct a return to work; or
- Amend the safe system of work and arrange a return to work; or
- Agree the task is unsafe – in this case the work site must be left safe and employees assigned to other work where appropriate.

4.3 Use of Work safe Report

Whenever additional controls have to be introduced, or a Line or On-Call Manager is consulted, following the use of the procedure on-site the person in charge shall complete a 'Work safe Report' form. (See Appendix A)

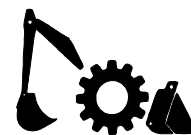
The person in charge shall record on the 'Work safe Report' a description of the work being undertaken, the reason given for the Work safe Procedure being invoked and the details of the agreement and decisions made and the reasons for those decisions.

The person in charge shall give or send a copy of the completed form to the employee who originally invoked the Work safe Procedure and this shall be forwarded to A P Webb Plant hire Limited Main Office for the maintenance of records.

4.4 Review of disputed system of work

A P Webb Plant Hire Limited shall review all 'Work safe Reports' completed within their area of responsibility. During the review they shall;

- Examine the circumstances surrounding each incident to ensure that the concerns raised were valid;
- Review any additional control measures introduced to see if they were appropriate and effective; and
- Ensure that any necessary subsequent review and revision of risk assessments and safe systems of work is carried out by line management.



4.5 Confidential Incident Reporting and Analysis System (CIRAS)

Employees are made aware that they are always encouraged to approach a Manager of A. P. Webb Plant Hire Limited regarding safety related issues.

- However, if they feel unable to do so, they may report any issues through CIRAS. This is the confident incident reporting system for the Rail Industry. Anyone who works on or near the line can contact CIRAS with a safety concern.
- The system is completely confidential – whilst CIRAS need to take contact details to process a report, they never pass on any personal information to rail companies.
- CIRAS does not replace A. P. Webb Plant Hire Limited internal reporting system, but if for whatever reason employees would rather report safety concerns to CIRAS, they will raise it on your behalf and in complete confidence.

Concerns can be reported to CIRAS in a number of ways:

Online - www.ciras.org.uk
Freephone – 0800 4 101 101
Text – 07507 285887

5. HEALTH, SAFETY AND ENVIRONMENT PRECAUTIONS

The Health and Safety at Work act 1974 provides that ALL employees have the right to cease to carry out a system of work that they believe to be unsafe.

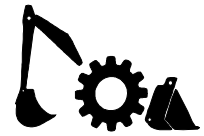
All personnel involved by the introduction of a Worksafe Procedure must be aware of all Health and Safety issues that are in force in any workplace. Furthermore, while carrying out their duties, employees shall not be exposed to risks by actions that may themselves be dangerous.

6. TRAINING

All personnel involved in any Safe System of Work must be made aware of this procedure. All new employees shall be briefed on this procedure during induction to the company.

7. RECORDS RETAINED

Record Title	Reference No.	Record Type	Storage Point	Retention Period	Review Policy
Work safe Report	Network Rail	Form	SEQ Office	No Limit	Annually



Appendix A – Work safe Report

WORKSAFE PROCEDURE

Work safe Report

Location

Date

Time

Name of Person in Charge

Name of Person Invoking Worksafe Procedure

Description of work being undertaken and reason for use of the Worksafe Procedure

Agreement/Decision

Signed

Person in Charge

Print Name

And Job Title