



## WORKSAFE POLICY STATEMENT

Seaton Rail Ltd (SRL) policy to provide a safe working environment and safe systems of work which, so far as is reasonably practicable, is free from risk to employees, contractors and those affected by their actions or omissions.

In order to achieve this, I have three fundamental requirements.

### 1) SAFE SYSTEMS OF WORK

All activities are assessed for risks and appropriate control measures are implemented before they are carried out. Control measures are designed in accordance with a strict hierarchy to reduce risks so far as is reasonably practicable.

### 2) COMPETENT WORKFORCE

SRL train and assess our employees to ensure that they are competent to undertake the tasks which they are required to perform. I do not expect any employee or sub-contractor to undertake or be asked to undertake any task unless they are both competent and provided with any necessary equipment required by the safe system of work.

### 3) SAFE BEHAVIOURS

I expect employees and sub-contractors to work safely at all times and to take actions as necessary to ensure that others also work safely, this includes complying with rules, procedures and instructions, wearing appropriate personal protective equipment and the correct use of tools and equipment.

I will support any employee (free from disciplinary action) who refuses to work on legitimate grounds of risks to safety or health provided they invoke the Worksafe process detailed in SRWI 01 Work Instruction for Worksafe.

If anyone working for, or on behalf of SRL, believes that they are being asked to carry out a task that will endanger them or others, they should stop work immediately, report the situation to the Person in Charge, explaining their concerns.

The Person in Charge will review the situation, consider the task being carried out, the circumstances and the potential risks to health and safety, to determine whether the complaint is justified. Where the Person in Charge agrees that the system of work is unsafe, agreement will be sought as to how to change the system. If all affected parties agree on an amended system, work can resume.

If agreement is not reached, the Person in Charge will contact the Managing Director for help in reaching a satisfactory agreement. Only once all parties agree to a new system of work, can work resume, under no circumstances will work resume until safe systems of work have been agreed and implemented.

In all cases, form SRHSEF-04 "Record of Disputed Safe System of Work" must be completed by the individual raising the concern, the Person in Charge and the Managing Director.

**EMPLOYEES AND SUB-CONTRACTORS** should only undertake tasks if a suitable and sufficient safe system of work is established for the work and they are competent, certified and suitably equipped to do so. They should always work safely and in accordance with any applicable rules, regulations, procedures or instructions, if necessary, intervening to stop unsafe acts or practices.

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**PERSON IN CHARGE AND MANAGERS** shall be responsible for the safety of any work undertaken under their direct control, have a safe system of work in place for any activity undertaken under their direct control, check that any employee or sub-contractor's employee who they request to undertake work is competent, certified and suitably equipped to do so, take action as necessary to remedy any unsafe acts or conditions identified, work with health and safety representatives to identify and minimise unsafe conditions, behaviours and acts, review, resolve and report any refusals to work on grounds of safety and health.

**THE MANAGING DIRECTOR** is responsible for ensuring that all work is undertaken in a safe manner, and that any Refusal to Work on the Grounds of Health & Safety is fully investigated and closed out satisfactorily. Ultimately, the Managing Director has authority to determine how an issue is resolved.

### **CONFIDENTIAL REPORTING SYSTEM (CIRAS)**

SRL is also committed to maintaining membership of the CIRAS Confidential Reporting System. As part of this membership the company will ensure all its personnel are made aware of the Reporting System process.

This policy will be briefed to all employees and sub-contractors at induction and will be displayed on company notice boards, the contents of this policy shall be reviewed at least annually or earlier if change demands with any alterations brought to the attention of all employees and sub-contractors.

Reviewed By:

Shane Seaton

Managing Director

Date: 16<sup>th</sup> January 2021

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