

	<b>Pro Rail Services Ltd</b>	<i>POL-05 Issue 1</i>
	<b>Refusal to Work Policy</b>	

Pro Rail Services Ltd (PRS) aim to provide a safe working environment and safe systems of work so far as is reasonably practicable and are committed to continual improvement and to enforcing an effective Refusal to Work Policy. To achieve this, we have three fundamental requirements.

**Safe systems of work.** All activities will be risk assessed and suitable and sufficient control measures will be implemented and cascaded to all employees and sub-contractors before the activities are undertaken. Risk assessments will be carried out in line with the Management of Health & Safety at Work Regulations 1999 and the HSE five steps to risk assessment INDG 163. Control measures are designed in accordance with a strict hierarchy that will reduce risks to As Low As is Reasonably Practicable.

**Competent Workforce.** Sufficient training and mentoring is provided to ensure the competence of all staff. We do not expect any employees or sub-contractors to undertake any duties unless they are competent, have been briefed on any relevant information specific to the task and have suitable PPE.

**Safe Behaviours.** We require all employees and sub-contractors to work safely at all times and to ensure that others around them work safely. This includes: Complying with site rules, complying with site specific procedures and instructions, wearing the correct and appropriate PPE and Using of the correct tools and equipment.

Employees and sub-contractors refusing to work on the grounds of health & safety will be supported and be free from disciplinary action where the refusal is substantiated. Any reports of unsafe working will be investigated and appropriate remedial action taken. Managers and Supervisors will be responsible for ensuring all staff and contractors under their control comply with this policy and shall ensure that the above arrangements are in place.

This policy must be communicated to all employees and sub-contractors and will be reviewed periodically to ensure that it remains relevant and appropriate. This policy is available to the public and all other interested parties on request.

Concerns about safety should be raised with your line manager however if you feel that these channels are inappropriate or inadequate you may contact CIRAS, the rail industry's confidential reporting system. All reports are treated in absolute confidence and CIRAS is free to anyone working on or around the rail network.

Managing Director

Signed



Date: August 2017