

# Worksafe Policy

Refusal to work on the grounds of concerns over issues relating to Health & Safety or damage to infrastructure is a key component of the 1<sup>st</sup> Step Health & Safety policy.

In the event of an employee expressing concern over such issues, they will be supported and an investigation carried out to determine if the concerns are well founded. If there is no substantive evidence that the concerns are justified, the complainant will be asked to carry out the task.

In the event that the concerns are justified, the work will be suspended until a safer method can be found. Employees raising an honest and reasonable complaint are protected by law from any discrimination or disciplinary action and the Director and client have obligations to investigate the complaint.

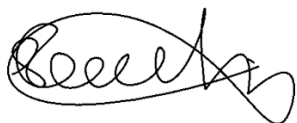
Concerns about safety must be raised with the individual's line manager; however if they feel that these channels are inappropriate or inadequate they may contact CIRAS, the rail industry's confidential reporting system. All reports are treated in absolute confidence and CIRAS is free to anyone working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

Telephone number Freephone: 0800 4 101 101 or text 07507 285887 or Freepost CIRAS or <http://www.ciras.org.uk/>.

Operatives are encouraged to report incidents classified as "close calls" by the company so that they may be recorded & briefed separately.

This policy will be reviewed annually.

Signed:



Simon Cowdrey | Chairman

April 2020

1<sup>ST</sup> STEP  
solutions  
limited