

Work Safe Policy Statement

It is the policy of 247-secure to provide a safe working environment for its staff, sub-contractors and suppliers in which to carry out their day to day work activities, as detailed in our general health and safety policy.

The purpose of this “work safe policy statement” is to detail staffs procedures for highlighting and reporting any requested working activity which they feel could put themselves or others at an unacceptable risk, without fear of reprisal.

Should any member of staff wish to highlight or report such a request, the following steps should be taken:

Section 1: Staff

- 1.1 Raise the problem to the attention of the Line Manager in charge as quickly as possible, informing that person of the hazards/risks you feel exist, and ensuring that any perceived unsafe act is not undertaken
- 1.2 Should item 1.1 not satisfactorily resolve the problem, make contact through the hierarchy of Line Management using the contact numbers noted in the emergency action section of the method statement, until satisfactorily resolved.
- 1.3 **DO NOT** commence work until the problem has been satisfactorily resolved.
- 1.4 Follow up the reported problem in writing on an incident report form and hand it in to the appropriate site or project manager.

Section 2: Supervisors/Managers

- 2.1 Following a reported “work safe incident” analyse the problem and the potential risk associated with that problem.
- 2.2 Check to ensure that the work activity is covered in the approved method statement, and that a risk assessment for that activity has been carried out.
- 2.3 Ensure that the work scope or working arrangements have not changed.
- 2.4 Authorise continuation of the works if it is safe to do so, or alter the working arrangements to ensure a safe system has been adopted. Consider any implications in doing this such as the method statement, adding further hazards etc.
- 2.5 Carry out an incident report on the work safe incident and pass the findings to the relevant persons. Carry out corrective action to prevent re-occurrence.

A handwritten signature in blue ink, appearing to read 'Grant S. McDougall'.

15th May 2009

Grant S. McDougall
Managing Director