



AARSLEFF

POLICY - Refusal to work on the grounds of Health & Safety

An employee of Aarsleff Ground Engineering Ltd may refuse to work or do particular work where he or she has reason to believe that:

- Any equipment, machine, device, or thing the worker is to use or operate is likely to endanger himself, herself, or another employee.
- The physical condition of the workplace or part thereof in which he/she works or is to work is likely to endanger himself/herself.

Upon refusal, the employee will report to his/her supervisor who will immediately investigate the report in the presence of a fellow employee and or the employee refusing to work.

The employee will remain at a safe place near his/her workstation until the investigation is completed unless the employer assigns the employee to alternative work or gives other directions to the employee.

If, following the investigation and corrective actions, the employee still has reasonable grounds to believe that the situation remains dangerous, the employee may continue refuse to work. The matter will then be further escalated through Line Management, up to the Operations Director if required, to a satisfactory close.

No other employee will be assigned to the work being refused unless that employee has been advised of the first employee's refusal and reasons for the refusal.

At no time will any disciplinary action be taken for any genuine cases.

The contents of this policy and all revisions which may be made will be brought to the notice of all employees through the 'refusal to work flowchart'.

This policy will form part of the Integrated Management System and be formally reviewed annually by Senior Management.

Signed.....
Kevin Hague - Managing Director

Date..... JAN 22



The principal objective of Health & Safety legislation and the Company (as stated in its Policy Statement) is to ensure that everything reasonably practical is done to prevent personal injury, ill health and to maintain safe places of work.

THIS FLOWCHART PROVIDES FOR

AN EMPLOYEE TO REFUSE TO WORK ON THE GROUNDS OF HEALTH & SAFETY

All persons carrying out work on behalf of the Company are actively encouraged, to stop work and report to the Supervisor any issue or matter that may place him / herself or the health and safety of others at risk

Individual or group of individuals refuse to work on the ground of Health & Safety

Activity to be STOPPED immediately and raised with Supervisor

Activity in dispute to be investigated by the Supervisor

Issue satisfactorily resolved?

Activity may restart

Supervisor to report details to Engineer / Line - Manager

Line Manager investigation carried out

Issue satisfactorily resolved?

Activity to remain suspended. The STEQ Manager shall be informed and the employee(s) to be notified.

The STEQ Manager shall arrange for an investigation to be carried out.

Issue satisfactorily resolved?

Activity may restart

The matter shall be reported to the Operations Director

The Operations Director shall investigate and resolve

Document Title	Communication & Consultation – Refusal to Work Policy & Flow Chart				
Document Owner	P Handley	Document Ref	Revision	Date	Page
Uncontrolled if printed – signed copy available in the office		MSA-05 App 6.5	2	Jan-22	2 of 2