

O'HAGAN CIVILS LIMITED**WORKSAFE POLICY**

O'Hagan Civils Limited acknowledges our responsibility under the Health & Safety at Work Act and associated regulations and recognise our duty of care and undertake to maintain safe systems affecting the health, safety and welfare of our employees. We will ensure no one under our control is exposed to unacceptable levels of health or safety risks at work.

O'Hagan Civils Limited operates a Work Safe Policy (or Right to Refuse to Work Policy) to protect our employees and ensure others not in our employment are not placed at risk. Employees can anonymously report any hazard, unsafe situations and unsafe practices found within their areas of work to the Health, Safety, Quality & Environmental (HSQE) Manager, or, confidentially to CIRAS on Freephone 0800 4 101 101 or via <http://www.ciras.org.uk/>, where preferred.

Every member of O'Hagan Civils Limited staff and employees, and, anyone working on our behalf, has the absolute right to decline to carry out work if they feel it is not safe to do so.

Where the work arrangements and conditions, including the operation of a machine, a site condition or a method of working constitutes a danger to the employee or another person, the employee may refuse to work.

Any situation arising which leads to an individual refusing to work for Health & Safety reasons must be reported to the senior person on site and to the Operations Director, as soon as possible. No employee or member of staff should continue to work until the working condition or arrangement, is made safe. If no action is taken or the unsafe condition remains, the employee must escalate the complaint about the unsafe condition to the Company's Health, Safety, Quality & Environmental (HSQE) Manager. Escalation for resolving a Refusal to Work is through the Operations Director. The Operations Director's decision will be final.

Managers and staff are also encouraged to report any unsafe acts or conditions, which they have witnessed through the Near Miss or Close Call Reporting procedure.

O'Hagan Civils Limited staff or employee shall not be subjected to discipline, discharged, suspended, laid off, or demoted. O'Hagan Civils Limited shall not impose any financial or other penalty on an employee who invokes the Refusal to Work Policy.

Employees shall be made aware of the Confidential Incident Reporting and Analysis System [CIRAS] whilst working on railway infrastructures. The contact number is 0800 4101101

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All refusals to work will be responded to and investigated promptly, and the employee invoking the right to refuse to work on the grounds of health and safety shall not be discriminated against or disadvantaged in any way. In the event of a conflict / disagreement, the concern shall be escalated up to the highest level within the Company, i.e. to the Operations Director's level. The employee shall be informed of the outcome of the investigation and the decisions reached at all stages throughout the process.

This Policy shall be communicated to all members of staff and employees at Initial Induction and, at least annually.

I will review this policy statement at least annually, in order to ensure that it is current, suitable and relevant to the company's business activities.

Signed ... 
Operations Director.

Dated: 2nd January 2024