

# Organisational Regulation

## L-01-27

### Work Safe Policy

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Signature

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## Amendments

Date of Change	Created by	Amendments
22.5.2018	Čaučíková	Update; change in name of position
10.8.2019	Gieslová	Review
07.03.2021	Gieslová	Review
03.03.2022	Pánková	Review
05.05.2023	Pánková	Annual review
05.04.2024	Jurášová	Annual review

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# 1 Introduction

## Statement of Intent

The purpose of this Policy is to ensure that all employees are aware of the manner in which Sipral UK Ltd. gives the opportunity to stop working, should employees consider the working environment or the working practice to be unsafe.

# 2 Scope

Rules and bases stated in this procedure are valid for Sipral UK Ltd. (hereinafter Sipral). Sipral will communicate the Work Safe Policy to all employees, and it will be freely available to customers and the general public.

The Policy will be monitored and maintained by **QHSE Manager/HS Advisor**, who will ensure it is reviewed at periods not exceeding annually or at change of relevant UK legislation or guidance. All management/ supervisory staff will enforce this Policy. The Managing Director have lead responsibility for policy implementation.

## Current Legislation

The Health & Safety at Work Etc. Act 1974 requires Sipral to ensure, so far as is reasonably practicable, the Health and Safety of our employees and anyone else who may be affected by our acts or omissions.

# 3 Procedure and Responsibilities

In order to carry out this policy, responsibilities for Health and Safety have been clearly defined, allocated and accepted at all levels. All employees must play their part in implementing this policy if safety standards are to constantly improve.

## The Refusal to Work process is as follows:

- If an employee (individual) believes that a task or condition will endanger either themselves or others, work should cease and the situation be immediately reported to the person in charge on site (Sipral Site Manager).
- The situation will then be reviewed by Sipral Site Manager in charge on site and consideration will be given to the safety impact on the individual and others. Wherever possible, immediate and appropriate action must be taken to resolve the situation.
- As a result of the review, the system of work will either be confirmed as safe or amended. If the individual is satisfied with this outcome, they will resume work.
- If the individual remains dissatisfied, the person in charge will contact Sipral's **HR Director** or person responsible for HR.
- Providing all the relevant details / background to the situation.
- If the situation cannot be resolved, a benchmark review will be undertaken by either **HR Director** or person responsible for HR.
- Against all legislative, Sipral company standards and industry best practice to determine the safety impact of the task or condition.

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- If the benchmark review fails to produce a satisfactory outcome, the disputed system of work will cease and the Sipral Management Team and the customer/client will be informed as soon as practically possible.
- The Management team will liaise with the customer/client to consider the disputed working arrangements, making any necessary changes and advise the Sipral Management team accordingly.
- Changes to working arrangements will be documented and implemented by the Sipral Management team. This may include amendments to internal work instructions, processes, risks, aspects and COSHH assessments. Additional levels of training and competence may be required by individuals or further briefings as appropriate.
- Full details of the eventual, agreed outcome will be forwarded to the complainant and the customer where appropriate. Suitable records will be maintained.
- Should the complainant still be dissatisfied with the system of work, Sipral will provide independent arbitration from an external source. Sipral will undertake to follow the arbitrator's advice.
- Should the arbitrator uphold Sipral safe system of work and the complainant still refuse to work; Sipral management will implement the disciplinary procedure.

The arrangements in place to implement this policy form part of the company's day to day operational procedures and as such are reviewed on a continuous basis.

Where opportunities for improvement in safety standards or safety problems are identified, they will be tackled promptly, with sufficient resources, to ensure that they are adequately dealt with, implemented and briefed in to all employees.

