



Work Safe Policy Statement

At **HAWK**, we recognise our duty of care to maintain safe systems of work that may affect the Safety, Health and Welfare of our employees. We do not expect employees under our control to be exposed to unacceptable levels of Health and Safety Risk in the work place. No employee of The HAWK Group, or anyone working on behalf of The HAWK Group will be expected to carry out a task where the risk to themselves or another person would be considered unacceptable.

Under our 'Work-Safe' Policy, each and every member of staff has the absolute right to refuse to carry out work if they consider it to be unsafe.

Any situation that's leads to an individual refusing to work for Health and Safety reasons must be immediately reported to management, work should not continue until the issue causing concern has been addressed to ensure all workplace Risks are controlled efficiently.

The Management will respond in a positive and prompt manner when they are made aware of a situation that qualifies as a refusal to work by an employee. The refusal to work on the grounds of Health and Safety is free from any disciplinary action and will not affect, in any way, the employee's future prospects within the company

The employee who raised the 'Worksafe' procedure will be informed of any decisions throughout the process. The most senior person in charge shall in discussion with the employee, make an assessment of the situation and determine the appropriate course of action required.

An agreement will be reached when a suitable and sufficient risk assessment of the situation and a system of work is in place to enable the task to restart. All Details of a refusal to work must be passed to the Safety and Training Director.

All management and staff are encouraged to report an event defined as a 'Near Miss' *or an event that has not caused harm but has the potential to do so through injury or ill health or any unsafe acts or conditions which they may have witnessed.* Reports should be made through the company Near Miss reporting form QA 015 also available on the company website and a copy of the completed form is to be sent to the Health and Safety Director for trend analysis reporting.

This policy statement will be formally reviewed on an annual basis.

Signed

A handwritten signature in blue ink, appearing to read "Mr. Hawkins". The signature is fluid and cursive.

Mr. Mike Hawkins

C.E.O.

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