

Section 1 Purpose

The purpose of this document is to outline the measures taken in order to demonstrate that DP3 acknowledge our responsibility under the Health & Safety at work act 1974 and recognize our duty of care and strive to continually improve our health and safety performance and safety systems effecting the health, safety & Welfare of our employees and subcontractors. This policy has been created to protect employees and to ensure that the operating sites are not put at risk.

Section 2 Scope

This policy applies to all of DP3 operations, staff and subcontractors.

Section 3 Policy

All employees must be briefed on this “Worksafe” and any of the other DP3 policies. All DP3 policies are designed to cover the whole of DP3’s operations, staff and subcontracting organisations. The aim of this policy is to ensure that no DP3 employees are exposed to undue risk on site. Where the use of plant, equipment or the method of working constitutes a danger to the employee or another person, or affect the safe passage of clients, Members of the public, vehicles etc. or were site conditions constitute a danger to the employee, the employee may refuse to work.

In stopping work for any reason, employees must ensure safe situations are maintained at all time, in the event this is not possible then work must cease immediately and the Health & Safety Manager informed immediately, operations must not recommence until a safe method of working has been established regardless if this has a negative effect of production or produces excessive downtime. Operatives and Staff have the right to refuse to work if they feel that Health & Safety may be compromised in any way. Should this be the case then DP3 will not:-

- Discipline
- Discharge
- Suspend
- Harass
- Lay Off
- Demote
- Impose any financial penalty
- Tank any other action

On an employee who invokes the refusal to work procedure on the grounds of Health and Safety.

All issues relating to the “Worksafe” Policy must be immediately forwarded to the health & Safety Manager. Escalation for resolving a refusal to work is through the senior person on site in the first instance. If agreement cannot be made, the operations director or Managing director will be contacted and own the issue until a suitable resolution / Amended method of work has been established.

The employees implementing the “Worksafe” policy will be kept informed of any decisions thought the resolution process.

Section 4 Whistle Blowing / Disclosures

Under certain circumstances, employees have legal protection if they make disclosures about organisations for whom they work. These employees are commonly referred to as ‘whistle blowers’ and their activities have often received wide publicity in the media.

An employee who believed, for example, that organisations were disposing of toxic waste illegally may have ‘blown the whistle’ directly to the press or television, perhaps because of concern for the environment, a belief that the organisation would attempt a ‘cover-up’ if asked to stop, or for financial gain.

Employees, who blew the whistle on organisations, were often treated detrimentally by them or their engagements were terminated. This discouraged employees from whistle blowing even where such action would be for the good of the public. The legislation is designed to protect employees from suffering any detriment or termination of engagement for whistle blowing.

QUALIFYING DISCLOSURES

Certain disclosures are prescribed by law as 'qualifying disclosures'. Disclosures are qualifying disclosures where it can be shown that the company commits a 'relevant failure' by:-

- a. committing a criminal offence;
- b. failing to comply with a legal obligation;
- c. a miscarriage of justice;
- d. endangering the health and safety of an individual;
- e. environmental damage; or
- f. concealing any information relating to the above.

These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen.

THE PROCEDURE

If you so wish you should in the first instance report any concerns you may have to your Manager who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate organisation or body, e.g. the Police, the Environment Agency, Health and Safety Executive or Social Services Department.

If you do not report your concerns to your Line Manager you may take them direct to the appropriate organisation or body.

GENERAL NOTES

The Public Interest Disclosure Act 1998 prevents you from suffering a detriment or having your contract terminated for 'whistle blowing' and we take very seriously any concerns which you may raise under this legislation.

We encourage you to use the procedure if you are concerned about any wrong doing at work. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then it will make you liable to immediate termination of engagement or such lesser disciplinary sanction as may be appropriate in the circumstances.

Section 5

Document History

May 2013

New Document

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Signed (MD)