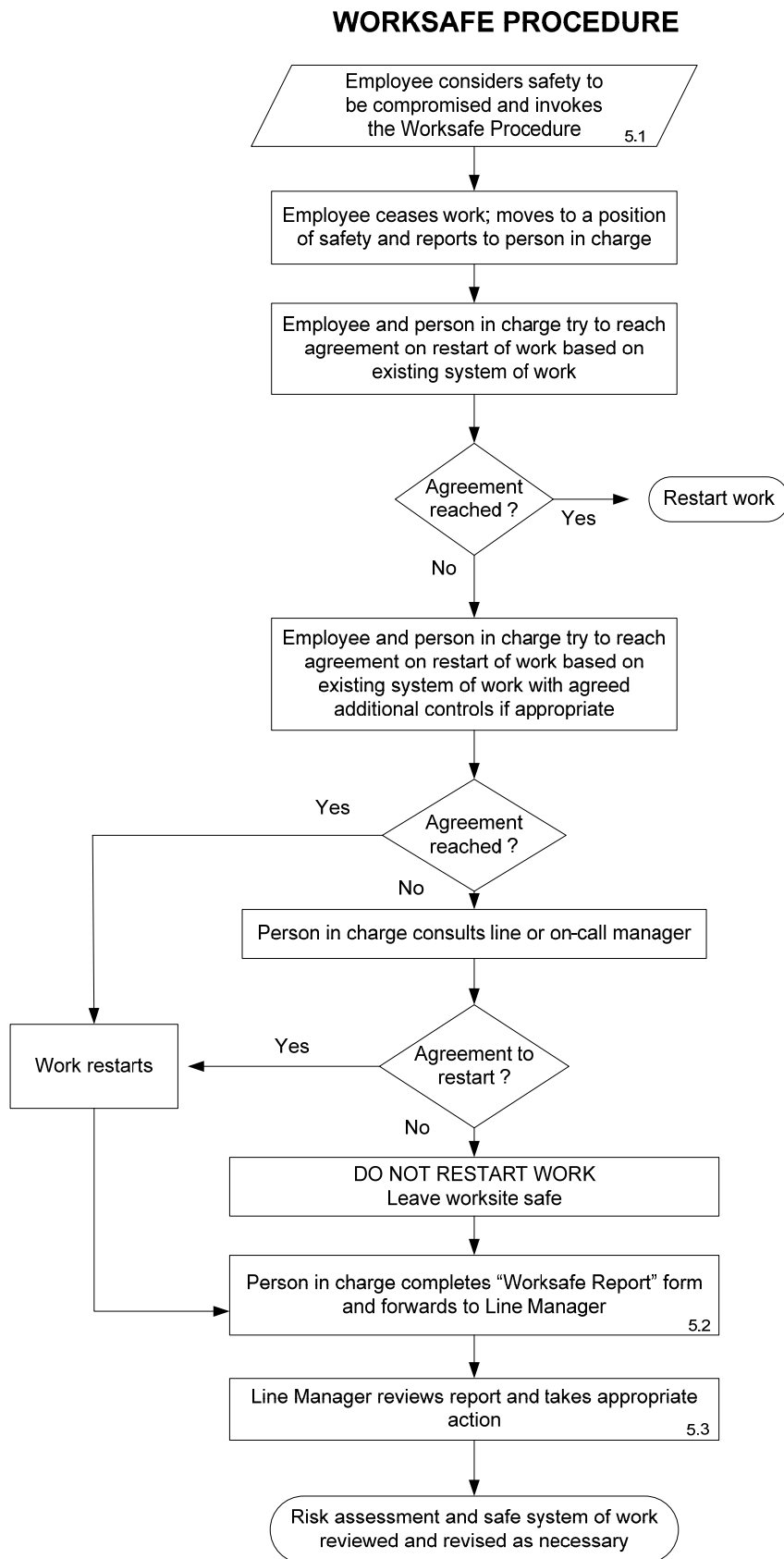


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| Compliance date: | 05 December 2009 |

7 Flowchart



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Appendix A Worksafe Report



WORKSAFE PROCEDURE

Worksafe Report

Location

Date

Time

Name of Person in Charge

Name of Person Invoking Worksafe Procedure

Description of work being undertaken and reason for use of the Worksafe Procedure

Agreement/Decision

Signed

Person in Charge

Print Name

And Job Title

Send or hand a copy of the completed form to the person disputing the system of work and to your line manager.

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Appendix B – Outline of Worksafe Procedure



The Worksafe Procedure

Network Rail does not expect you to work in an unsafe manner to achieve results.

If you can't do it safely – don't do it!

We do not expect you to do work that:

- you are not competent to do;
- you do not have the correct equipment;
- there is no safe system of work; or
- you do not have the correct personal protective equipment.

NOTE: This list is for illustrative purposes only and is not exhaustive

If you have a safety concern:

- Cease work immediately, assuring yourself that doing so does not endanger others, move to a position of safety and contact the immediate person in charge without delay, explaining why you have stopped work.
- The person in charge will try to reach an agreement with you that either:
 - the system of work is safe and that the work can be restarted; or
 - work can be restarted using the existing system of work and agreed additional control measures if considered appropriate.
- If no agreement is reached, work shall not restart and the person in charge will consult their immediate Line or On-Call Manager who shall, after suitable investigation:
 - conclude the task is safe and direct a return to work; or
 - amend the safe system of work to everybody's satisfaction and arrange a return to work; or
 - agree the task is unsafe – in this case the work site shall be left safe and employees assigned to other work.
- Whenever additional controls have to be introduced, or a Line or On-Call Manager is consulted the person in charge shall complete a "Worksafe Report" form and record on it the details of the disputed system of work, the agreements and decisions made about it and the reasons for those decisions. They shall give or send a copy to you and to their line manager.
- The line manager shall examine the circumstances surrounding the incident to establish that the concerns raised were valid, that any subsequent control measures were appropriate and effective and that any necessary review and revision of risk assessments and safe systems of work is carried out.

This is an extract of the full procedure which is contained in NR/L2/OHS/00112