



C412 – Bond Street Main Works; Fit Out, M&E

POLICY AND GUIDANCE FOR THE RIGHT TO REFUSE TO WORK

CRL Document Number: C412-SKC-O1-PCY-C125-50004

Supplier Document Number: N/A

Contract MDL reference C05.004

1. Contractor Document Submittal History:

Revision:	Date:	Prepared by:	Checked by:	Approved by:	Reason for Issue:
1.0	12.02.2014	Mark Farrell	Claire Carr	James Moloney	FOR INFORMATION
		<i>Mark Farrell</i>	<i>Claire Carr</i>	<i>James Moloney</i>	

2a. Stakeholder Review Required? YES NO

Stakeholder submission required: LU RfL Purpose of submission: For no objection
 NR LO For information
 DLR Other: _____

This document has been reviewed by the following individual for coordination, compliance, integration and acceptance and is acceptable for transmission to the above stakeholder for the above stated purpose.

Sign: _____ Role: _____ Name: _____ Date: _____

Sign: _____ Role: _____ Name: _____ Date: _____

2b. Review by Stakeholder (if required):

Stakeholder Organisation	Job Title	Name	Signature	Date	Acceptance
					<input type="checkbox"/>
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					<input type="checkbox"/>

3. Acceptance by Crossrail:

	Crossrail Review and Acceptance Decal		
	This decal is to be used for submitted documents requiring acceptance by Crossrail.		
<input type="checkbox"/>	Code 1.	Accepted. Work May Proceed	
<input type="checkbox"/>	Code 2.	Not Accepted. Revise and resubmit. Work may proceed subject to incorporation of changes indicated	
<input type="checkbox"/>	Code 3.	Not Accepted. Revise and resubmit. Work may not proceed	
<input checked="" type="checkbox"/>	Code 4.	Received for information only. Receipt is confirmed	
Reviewed/Accepted by: (signature)	Print Name:	Position:	Date:
<i>[Signature]</i>	<i>SAVDY WEBSTER</i>	<i>SITE MANAGER</i>	<i>26/2/14</i>
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Policy & Guidance for the Right to refuse to work

Introduction:

Under the Employment Rights Act 1996, employees have the right to refuse to work in or to leave their place of work if they reasonably believe that there is a serious and imminent risk of danger to themselves or to others.

This note is intended to provide guidance on what procedures should be adopted in the event that an employee exercises or proposes to exercise that right.

Notification and response

1 Where any employee reasonably believes that to start or to continue work would place themselves or others in serious and imminent danger, they may stop work or refuse to start work or take other reasonable steps to protect themselves or others .. In any of these events the employee must immediately report the matter to Project Manager or designate

2 The Project Manager or designate will make a written record of the report and take full details of the alleged risk from the employee who has reported the matter. The Project Manager or designate shall investigate the matter as soon as is reasonably practical following the report.

3 At any time prior to or during the investigation of the matter complained of, the site safety officer may undertake or authorise any contractor to undertake any steps that he or she believes appropriate to eliminate the hazard or reduce it to an acceptable level.

Continuation of work

1 Where a report has been notified under paragraph 1.above, work may only continue where: -

- It is agreed by the employee or employees so affected that the hazard has been eliminated or reduced to an acceptable level by remedial action or procedures for working; or
- The Project Manger or designate state that in their opinion the hazard has been eliminated or reduced to an acceptable level.

Note- Where no agreement can be made then Appeals Procedure will be invoked .

2.During the period between the employee refusing to work or leaving his or her place of work (in accordance with paragraph 1 above) and the elimination or reduction of the hazard (under either ground of paragraph 2 above) the employee shall undertake other suitable work away from the danger .. If that is not practicable or suitable alternative work is not immediately available, the employee may be asked to remain at home on pay until such time as the danger is abated or suitable alternative work becomes available, whichever is the earlier.

3 Right not to suffer detriment

Any employee who exercises or proposes to exercise any of the rights under paragraph 1 shall be protected from suffering any detriment or reprisal, if the employee believes that he or she has been subject to any detriment or reprisal they should Jointly notify their parent company HR Department, who may treat such reference as a grievance under the Company grievance procedure.



4 Appeals Procedure

Any Joint Venture employee who exercises or proposes to exercise any of the rights under paragraph 1 shall have the right to raise an appeal with the Costain Skanska Joint Venture Board, if he or she feels that the hazard identified has not been sufficiently eliminated or reduced. The Costain Skanska Joint Venture Board will ensure that the complaint is re-investigated and will report the results to the individual concerned and to the management of the project.

Signed on behalf of the Costain Skanska Joint Venture

Date.....11.2.14.....

Signed..........