

**TITLE:**                   **Work Safe Policy**

**DEPARTMENT:**       **Rail Department**

**AUTHORISED:**



This statement sets out the policy of Randstad CPE, in respect of working safely by all temporary workers.

A copy of the above referenced document is held by the signatory of the policy statement in the main offices of Randstad CPE, should a fuller interpretation be required and forms the basis for the following synopsis.

All candidates referred to above are to be made aware of the contents of this policy and become familiar with the conditions laid down.

Randstad CPE will take all reasonable measures to ensure that those are made aware of the contents of this policy and that it will not affect their continued employment by the company in the event of raising any issues of safety for themselves or their colleagues.

Randstad CPE will take all reasonable measures to prevent, so far as is reasonably practicable, any invocation placed on any person by this policy by planning safe working conditions and taking all factors into account. Candidates of Randstad CPE will at all times exercise diligence in monitoring their safe working environment for themselves and other candidates in the working area

It is a condition of employment with the company that all candidates shall comply with the following:

- If any situation arises which a candidate believes will or has resulted in an unsafe working environment for some or all they must immediately draw it to the attention of their direct line manager so he can investigate and resolve the issue locally, if possible.
- If line management cannot be immediately contacted then in a safe manner stop or do not commence any working
- Operations subject to the risks identified, and warn others in danger of the concerns you have.
- Double check that there are no instructions or information available locally to resolve the issue
- If the line manager does not support your concerns ask for a "second opinion" to either verify the line manager's findings or support your concerns.
- Ensure that you are clear in describing what the concerns or issues are
- Providing the concern is genuine, even if it is ultimately seen to be unfounded then the candidate will not be the subject of any detrimental action by the company.

Further to the Randstad CPE processes for working safely by all staff engaged in the railway infrastructure have a facility for reporting any safety concerns into a central, confidential reporting system, CIRAS (Confidential Incident Reporting & Analysis System). CIRAS is an alternative way for rail industry staff to report safety concerns that they feel unable to report through company safety channels. It is a completely independent and confidential way to report safety concerns without fear of recrimination.

Reports can be made by Free phone 0800 4 101 101, by writing to Freepost CIRAS, or via the CIRAS Website at [www.ciras.org.uk](http://www.ciras.org.uk)