



Information Sheet 2
**Refusal to Work on Grounds of
Health & Safety**

Safety Toolbox Talk

1. 'If is not safe, do not do it'
2. Any employee or sub-contractor can refuse to work on health and safety grounds.
3. You must report the circumstances at once to your immediate supervisor.
4. The Supervisor may introduce actions to enable work to resume, including:
 - Explain the work procedure in greater detail
 - Specify the precise rule or instruction
 - Remove identified hazards
 - Enhance the system of work in order to reduce the risk to an acceptable level prior to re-starting the works.
5. 'Refusal to Work' matters are to be recorded in the Unsafe Conditions record book by the Supervisor/manager and held by the Director Responsible for Safety
6. If at any time you feel unsafe at work then 'STOP' make the site safe and report it to your immediate Supervisor.
7. Where applicable, corrective actions will be introduced as soon as reasonably practicable.
8. **'IF IT IS NOT SAFE - DO NOT DO IT'**

Questions

1. What action should you take if you are asked to do something that is not safe?
2. Who records the 'refusal to work' situations and where?
3. How soon will identified corrective actions be implemented?
4. If you feel safe unsafe at work what should you do?



1. Alcohol is a depressant drug that affects parts of your brain. You need all your brain functions when working on site.
2. If you are found to be intoxicated you will not be allowed on site and may lose your job.
3. Alcohol takes time to work out of your system. (1 pint of beer can take 2 hours.) Heavy drinking the night before may mean you are still under the effects the next day.
4. 50% of all drivers killed are over the limit.
5. If you know someone who is drunk or on drugs, tell your supervisor-help to stamp it out.
6. Drugs and alcohol will affect your ability to work safely.
7. If you get offered drugs, say no. Work safely.
8. Drugs, alcohol and work do not mix-
9. Don't let it become a problem.
10. Drugs Cause:
 - Slow reaction times.
 - Clumsiness
 - Poor decision making
 - Distorted vision

You are far more likely to have an accident on site when under the influence of drugs and alcohol.

Questions

1. What effect can alcohol have on you?
2. What effect can drugs have on you?
3. What could be the result of being under the influence of alcohol on site?
4. How long does it take for a pint to get out of your system?
5. What would you do if you saw someone taking drugs?



First Aid & Accident Reporting

1. Ensure that you know who the First Aider is and where he/she is located.
2. Ensure that you know where the First Aid kit is.
3. Know where the telephone is and the local procedure for calling the Emergency Services.
4. Remove the hazard from the casualty if it is safe to do so.
5. Do not move the casualty unless it is absolutely necessary.
6. Make the casualty as comfortable as possible.
7. All accidents must be reported immediately to the site Supervisor/Manager and the relevant forms completed in accordance with the local & company instructions.
8. The Supervisor must ensure the accident report form is completed and sent to the office for details of the accident to be recorded in the Accident Book.
9. All near misses must be reported through the accident/incident reporting process.

Questions

1. Do all accidents need to be reported?
2. If you have to contact the emergency services, what do you need to know?
3. What First Aid information must you have before you start work?
4. Why should the casualty not be moved?
5. Who is responsible for reporting RIDDOR accidents to the HSE?



1. Legislation says that edge protection must be provided wherever a fall of 2m or more is possible.
2. Legislation also says that work at height must be planned with a risk assessment carried out prior to the work-taking place.
3. Ensure that work at height only takes place when weather conditions will not affect the safety of the work.
4. The work must be adequately supervised.
5. Scaffold toe boards and quad rails must be fitted and ladders lashed.
6. Edge protection barriers (or scaffold) must be erected to prevent falls of people or materials.
7. Access ladders must extend 1 metre above the stepping off point and must be secured.
8. Provide fire extinguisher(s) if a fire risk is identified.
9. Never throw items from a height, carry down or use a chute.
10. Use crawling boards or ladders on fragile roofs or roofs sloping more than 10% (1 in 10)
11. Openings on the roof or structure must be covered or guarded and marked.
12. Be aware of the additional hazards imposed by the weather conditions, especially wind rain and frost.
13. Falls less than 2m- if a person can only fall up to 2m, but in so doing he or she would fall on to starter bars or any like hazard, then guard rails and toe boards **must still be fitted**.
14. If edge protection cannot be provided, then use safety nets, safety belts and/or safety harnesses.
15. Only competent persons can fit safety nets, rescue methods must be specified. Only trained & competent staff may use safety belts /harnesses, which must be attached to approved fixing points.
16. In winter ladders and working platforms may be icy.
17. Roof work-wherever possible work below from platforms.
18. No person should pass or work on or near a fragile surface unless it is not reasonably practicable to carry out the work elsewhere.

Questions

1. At what height should edge protection be fitted?
2. What does legislation say must be must be carried out prior to working at height?
3. What consideration must be given during bad weather?
4. What are the considerations for working on fragile roofs?



Personal Protective Equipment

1. Personal Protective Equipment (PPE) includes all clothing and equipment used to protect against a risk to health or safety.
2. PPE should only be used as a last resort i.e. when it has not been possible to eliminate the hazard or adequately control the risk by engineering or other means.
3. Management must risk assess work activities under their control to identify the need for PPE as a control measure and ensure that suitable PPE is provided.
4. Personnel provided with PPE must be informed about:
 - The purpose of the PPE and the risks, which it is intended to control.
 - The manner in which PPE is to be used.
5. Supervisors shall ensure that PPE supplied to employees is maintained in efficient working order, good repair, hygienic condition and that appropriate storage arrangements are provided for the PPE when not in use.
6. Employees i.e. **You** have a duty to:
 - Ensure PPE is properly used
 - Failure to wear PPE in designated areas and for designated areas and for designated tasks must be treated as a disciplinary offence.
 - Management and supervision will ensure that the relevant disciplinary procedures are strictly enforced.
 - Return it to storage provided.
 - Report any defect or loss to your manager /supervisor.
7. If the work or the environment changes the use of PPE must be reviewed by the responsible Manager/Supervisor to ensure it remains necessary and suitable.
8. The areas where PPE must be used should be designated and clearly signed with the appropriate safety signs identifying the area and the necessary PPE to be worn.

Questions

1. When is the only time PPE should be considered?
2. How should management decide whether PPE is necessary and if so which PPE is to be used?
3. What factors about the PPE provided should you be informed about?
4. What are your duties relating to PPE?
5. What should happen if the task or work environment changes?