



Safe Working Policy Statement

The Roofline Group Limited remain committed to ensuring a safe working environment for its staff, in which to carry out their day to day work activities as detailed in our general health and safety policy.

To achieve this procedures are required especially reporting any requested working activity which they feel could put themselves or others at an unacceptable risk, without fear of reprisal.

Should any member of staff wish to highlight or report such a request, the following process should be taken:

Staff Responsibility

- Raise the problem to the attention of their line manager in charge immediately, informing that person of the hazards/risks you feel exist, and ensuring that any perceived unsafe act is not undertaken in any circumstance.
- Should this not satisfactorily resolve the problem, make contact through the hierarchy of the company line management using the contact numbers noted in the method statement, until satisfactorily resolved.
- Keep the client informed of the situation throughout but DO NOT commence work until the problem has been satisfactorily resolved.
- Follow up the reported problem in writing on an incident report form and hand it in to the appropriate site or project manager.

Line Manager Responsibility

- Following a reported “work safe incident” the line manager must investigate the problem and the potential risk associated with that problem.
- Check to ensure that the work activity is covered in the method statement which has been signed and approved, and that a risk assessment for that activity has also been carried out.
- Ensure that the work scope or working arrangements have not changed.
- The line manager is only able to authorise continuation of the works if it is safe to do so, or alter the working arrangements to ensure a safe system has been adopted. Consider any implications in doing this such as the method statement, adding further hazards etc.
- The line manager must carry out an incident report on the work safe incident and pass the findings to the relevant persons and agree with them how to carry out corrective action to prevent re-occurrence.



Signed..... Dated 09/03/2017

Mark Jones F.I.o.R
Group Managing Director and CEO

Version Number	Author	Date	Approver	Comments
1.0	Steve Marsh	06/03/13	M Jones	Document Control Introduction
1.1	Steve Marsh	12/09/13	M Jones	Revision to include letter head change
1.2	Steve Marsh	8/01/14	M Jones	Revision to include 2014 update
1.3	S Williams	09/06/14	M Jones	Updated Logo
1.4	S Williams	19/08/15	M Jones	Annual Update
1.5	Frank Penfold	07/09/16	M Jones	Annual Update
1.6	M. Williams	09/03/2017	M Jones	Annual Update

