



HEALTH & SAFETY

IMMEDIATE ACTION GUIDELINES

1 Preamble

The aim of these guidelines is to provide a mechanism for dealing with issues of immediate concern over safety, particularly where an employee is allocated a task and has a genuine belief that the method of carrying out that task or the task itself may be unsafe.

Where companies already have appropriate and acceptable mechanisms to deal with this sort of issue, the intention is not to replace those mechanisms with these guidelines. However, it is strongly recommended that such mechanisms be jointly reviewed to ensure that they conform to the principles set out in these guidelines.

Where such mechanisms do not already exist, it is strongly recommended that immediate steps be taken to put them in place using existing lines of communication and responsibility where appropriate. The aim is to ensure that safety issues of immediate concern can be addressed with the involvement of employees and their safety representatives, without undue interference in normal mill operations. At all times however, the safety of the individual must be paramount.

2 Aim of the Guidelines

Issues of health and safety should be dealt with on a consensus basis. It is expected that the majority of issues will be dealt with through the normal process of risk assessment and highlighting of potential hazards by employees, safety representatives and the management of the mill. It is possible however, that circumstances may arise which require immediate action to be taken where an employee has concern about a particular task which he or she has been allocated.

3 Proposed Guidelines

- 3.1 Where an employee is concerned that the task which has been allocated and the method of doing it may be unsafe, he shall immediately raise it with his supervisor. The supervisor should at that time, take a contemporaneous note of the employee's reasons before beginning any investigation.
- 3.2 It may not be appropriate to carry out a full risk assessment on the task in question. However, the supervisor, in conjunction with the employee and the safety representative where available, should carry out an immediate job safety analysis to identify any possible safety issue. The basis for a job safety analysis is set out in Annex A to these guidelines.
- 3.3 If the supervisor or manager, on the basis of the job safety analysis, believes that the job is now safe to do, then the employee will be expected to carry on with the job subject to any adjustments which may have been identified through the job safety analysis to remove any possible hazard to the employee.
- 3.4 It is possible that the employee may still have concerns about the job but, provided that action has been taken and a valid explanation given, the job should be carried out. However, good practice should provide for a more senior manager to carry out a detailed risk assessment within 24 hours, to validate or improve upon the findings of the job safety analysis.
- 3.5 However, if the supervisor and the employee, together with the safety representative if he or she is involved, cannot agree, then the matter shall be immediately referred to the senior manager on site at the time. Preferably, this should be a person specifically designated to undertake such a task. He or she, in conjunction with the safety representative, will carry out a full risk assessment and all parties shall abide by the outcome of that risk assessment, including remedial action where necessary.
- 3.6 In the unlikely event that there are residual concerns about the matters, it may be referred to National Officials of the Union and the CPI who shall consider the concerns which have been raised and the remedial action which has been taken. Pending the outcome of such a referral, the mill shall continue to operate on the basis of any remedial action which was identified by the risk assessment.

Both parties shall abide by the outcome of this external review.

4 Related Factors

These guidelines make a number of assumptions regarding the availability of safety representatives, and the degree of training which supervisors, managers and safety representatives may have had in carrying out appropriate risk assessments. For the guidelines to function in an acceptable manner, it is essential that the people identified within them are competent to carry out the specified tasks and that any relevant training needs are identified and acted upon when introducing mill procedures based on these guidelines.

Annex A

**IMMEDIATE ACTION GUIDELINES
JOB SAFETY ANALYSIS**

Department: _____

Supervisor: _____

Operator: _____ Safety Representative: _____

Task in question: _____

Operator's objections:
(i.e. identification of hazard and likely consequences) _____

Supervisor's response: _____

Safety Representative's comments: _____

Proposed action: _____

Outcome:

Accepted
Referred to

Not accepted
Referred to

_____ (Manager)
for confirmatory
risk assessment

_____ (Manager)
for immediate all
risk assessment

Signed: _____ Supervisor

_____ Operator

_____ Safety Representative

Subsequent action (to be completed by designated Manager)

Name:

- 1 Confirmatory risk assessment carried out on _____ (date)
Outcome, including any further action

- 2 Immediate risk assessment carried out at _____ (time) on _____ (date)
Outcome, including any remedial action

I certify that the job may be carried out and that those concerned have been so notified.

_____ (Signature)