

CFATURS3

Contribute to workplace health and safety committees v2



Overview

This unit is appropriate for you if your role involves:

1. improving health and safety through health and safety committees

The activities you are likely to be involved in:

2. reviewing the results of inspections
3. agreeing changes to work practices
4. contributing to health and safety committees

The element is:

1. contributing to health and safety committees

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Performance criteria

You must be able to:

Contribute to health and safety committees

- P1 prepare for meetings by reviewing minutes and supporting documents and decide on possible action needed
- P2 suggest agenda items for meetings
- P3 agree a joint union approach with other committee members if required
- P4 contribute to committee meetings in line with agreed strategy and indicate points of agreement and potential disagreement
- P5 suggest adjournments as necessary
- P6 make clear notes about discussions and actions agreed
- P7 review progress achieved after meetings and consider further action needed
- P8 distribute reports of safety committee meetings to members, and answer any queries or concerns they may have
- P9 check that the action agreed has been carried out and raise any failure to act at the next meeting
- P10 review the functioning of the committee and suggest changes as required

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Knowledge and understanding

You need to know and understand how to:

The nature and role of the health and safety committees

- K1 select appropriate health and safety issues to raise in committees
- K2 identify and select appropriate information relevant to health and safety committees
- K3 identify and access appropriate sources of specialist advice

Principles and concepts

- K4 identify and work within the roles and responsibilities of health and safety committees
- K5 follow agreed procedures and protocols of health and safety committees

External factors influencing risk assessment

- K6 make sure that appropriate health and safety information is collected and recorded using the correct legal documents
- K7 identify and follow local agreements and union policies and practices in relation to health and safety committees
- K8 identify and take into account developments in health and safety at work

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