

CFATURS4

Present health and safety cases to employers and assist in negotiations in the workplace v2



Overview

This unit is appropriate for you if your role involves

1. negotiating changes in health and safety procedures in the workplace

The activities you are likely to be involved in:

1. reviewing the results of inspections
2. reporting risks
3. agreeing changes to work practices
4. developing a negotiating strategy and plan
5. producing documents to support a case
6. reviewing decisions made by health and safety committees

The elements are:

1. presenting cases to employers' representatives
2. assisting in negotiations in the workplace

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Performance criteria

You must be able to:

Present cases to employers' representatives

- P1 present a clear case for changes in working practices or action following health and safety reports
- P2 select and present relevant information which supports the recommendations
- P3 present the information in a manner which avoids unnecessary antagonism, and which encourages trust and mutual respect
- P4 prepare the evidence in advance in a way that favours your position
- P5 note what has been agreed and check with everyone that you have an accurate record
- P6 note and check the nature of any disagreements and differences of interpretation of the evidence
- P7 put together arguments which are likely to persuade the employers' side to change position
- P8 ask for adjournments as necessary to reconsider and agree the team's approach to future negotiation
- P9 decide what action to take in the event that you do not obtain an acceptable result which is within the legislation and follows union policies and procedures
- P10 review and assess the negotiation process to identify what can be learned for future negotiations

You must be able to:

Assist in negotiations in the workplace

- P11 agree a negotiating strategy with the team which is suitable to the type and subject of the negotiation
- P12 prepare a written submission of your position supported by appropriate information and statistics
- P13 accept employer responses which meet your team's agreed acceptable best result
- P14 reject unacceptable responses in a manner which allows continued discussions and negotiations
- P15 check that you understand the reasons for the negative employer response and test the employers' position and resilience of argument and potential for movement
- P16 follow the normal procedures and conventions for negotiation
- P17 summarise and record all points of agreement
- P18 suggest temporary adjournments where appropriate to obtain additional information, advice and support
- P19 modify strategy to take account of agreements already made and an

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assessment of what it is possible to achieve and acceptable to members
P20 where no further agreement is possible, conclude negotiations and consider what alternative action would be appropriate

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Knowledge and understanding

You need to know and understand how to:

The nature and role of the health and safety negotiations

- K1 select appropriate health and safety issues and cases for presentation to employers
- K2 identify and select appropriate information relevant to health and safety negotiations
- K3 identify and apply union policies and practices in relation to workplace negotiations regarding health and safety issues
- K4 identify and access appropriate sources of specialist advice

Principles and concepts

- K5 identify realistic and acceptable best results, opening offers, team roles and responsibilities and appropriate tactics for negotiations
- K6 frame appropriate questions which test the consistency and resilience of the employers' position and to probe for possible movement
- K7 identify and access appropriate comparative information relevant to the negotiations
- K8 select and apply appropriate criteria to evaluate offers

External factors influencing risk assessment

- K9 make sure that appropriate health and safety information is collected and recorded using the correct legal documents
- K10 identify and follow local agreements and union policies and practices in relation to health and safety committees
- K11 identify and take into account current relevant developments in health and safety at work

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