
Overview

This unit is appropriate for you if your role involves:

1. Developing appropriate forms of health and safety representation at work.
2. Monitoring health and safety policies and procedures.
3. Informing and advising others on health and safety at work.
4. Promoting health and safety policies and practices among colleagues.

The activities you are likely to be involved in:

5. Contributing to appropriate safety committees and joint working parties.
6. Negotiating time off to perform representative duties.
7. Monitoring that legislation is being followed.
8. Identifying appropriate information on health and safety and presenting it to colleagues.
9. Advising on health and safety issues.
10. Carrying out investigations and inspections.

What the unit covers:

11. Helping to develop strategies for representing health and safety issues at work.
12. Obtaining information about health and safety and advising members.
13. Encouraging others to support health and safety procedures.

**Performance
criteria**

Help to develop strategies for representing health and safety issues at work

You must be able to:

- P1 Propose the setting up of appropriate forms of representation and consultation on health and safety issues.
- P2 Identify and request the resources and facilities needed to carry out your duties and responsibilities as a safety representative.
- P3 Identify appropriate individuals who could take on the role of safety representative and encourage them to stand when vacancies arise.
- P4 Identify appropriate preventative and proactive policies which will contribute to the health and safety of colleagues.
- P5 Make sure health and safety actions taken conform to relevant legislation, local agreements and your union's policy and procedures.
- P6 Take action to rectify any actions which do not conform to legislation or agreed procedures.
- P7 Conduct regular reviews of health and safety policies produced by employers and make suggestions for updating them as required.
- P8 Review developments in your industry and in others which may affect health and safety issues.
- P9 Agree a plan of action with colleagues which responds to changes in health and safety.
- P10 Monitor action plan and make modifications as required.

Obtain information about health and safety and advise members

You must be able to:

- P11 Find out what information about health and safety is available and how to obtain it.
- P12 Obtain specific information of immediate interest to the workplace.
- P13 Make effective summaries of complicated information and pass on useful information to members and your colleagues.
- P14 Explain relevant information to make sure others understand their health and safety duties and responsibilities.

- P15 Set up and maintain an up-to-date health and safety information system which meets the needs of your colleagues and members.
- P16 Make sure that all health and safety notices and documentation are up to date and correct.
- P17 Make sure that all advice on health and safety given to colleagues and members conforms to relevant legislation, local agreements and your union's policy and procedures.
- P18 Pass on requests and queries to specialist agencies as required.
- P19 Consult with members on proposals from employers which will affect health and safety.

Encourage others to support health and safety procedures

You must be able to:

- P20 Keep up to date with health and safety issues by obtaining information and consulting with colleagues.
- P21 Consult with members regularly on key policies and priorities for health and safety and how they can be implemented.
- P22 Make sure that members are fully aware of their personal responsibilities for health and safety.
- P23 Actively promote the advantages, benefits and value of existing health and safety policies to all others in the workplace.
- P24 Brief and advise those involved in negotiations about relevant health and safety issues.

Knowledge and understanding

The nature and role of the health and safety representative

You need to know and understand:

- K1 Forms of representation through safety committees and working parties.
- K2 Resources needed to perform the safety representative role in terms of time off to perform these duties, and required training.
- K3 Resources needed to perform the safety representative role in terms of space and equipment.
- K4 Promoting an active health and safety culture.

Principles and concepts

You need to know and understand:

- K5 Appropriate forms of consultation.
- K6 Local conditions which impact on health and safety issues.
- K7 Information systems.
- K8 Appropriate individuals to take on the health and safety representative role, and ways of engaging them in the process.
- K9 Actions to deal with non-conformance on health and safety issues.
- K10 Sources of information on health and safety issues.
- K11 Sources of expertise on health and safety issues.

External factors influencing health and safety representation

You need to know and understand:

- K12 Health and safety legislation affecting individuals at work.
- K13 Responsibilities of individuals for their own health and safety at work and the safety of others.
- K14 Local agreements and union policies and practices.
- K15 Current relevant developments in health and safety at work.

CFAUS1

Represent the health and safety interests of those at work

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