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## 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.

**What the unit covers:**

5. Contributing to health and safety committees.

**Performance  
criteria**

**Contribute to health and safety committees**

*You must be able to:*

- 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.

**Knowledge and understanding**

**The nature and role of the health and safety committees**

*You need to know and understand:*

- K1 Appropriate health and safety issues and information for committees.
- K2 Appropriate sources of specialist advice.

**Principles and concepts**

*You need to know and understand:*

- K3 Roles and responsibilities of health and safety committees.
- K4 Agreed procedures and protocols of health and safety committees.

**External factors influencing risk assessment**

*You need to know and understand:*

- K5 Prescribed documents for risk assessment.
- K6 Union policies and practices in relation to health and safety committees.
- K7 Developments in health and safety at work.

## CFAUS3

### Contribute to workplace health and safety committees

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**Relevant occupations** Trade Union Representatives and Professionals

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**Suite** TUC Core Trade Union role

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**Key words** union health & safety committees; union health & safety representatives