
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:

2. Reviewing the results of inspections.
3. Reporting risks.
4. Agreeing changes to work practices.
5. Developing a negotiating strategy and plan.
6. Producing documents to support a case.
7. Reviewing decisions made by health and safety committees.

What the unit covers:

8. Presenting cases to employers' representatives.
9. Assisting in negotiations in the workplace.

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

Performance criteria

Present cases to employers' representatives

- You must be able to:*
- 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.

Assist in negotiations in the workplace

- You must be able to:*
- 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

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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 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

The nature and role of the health and safety negotiations

You need to know and understand:

- K1 Appropriate health and safety issues and cases for presentation to employers.
- K2 Appropriate information relevant to health and safety negotiations.
- K3 Union policies and practices in relation to workplace negotiations regarding health and safety issues.
- K4 Appropriate sources of specialist advice.

Principles and concepts

You need to know and understand:

- K5 Realistic and acceptable results, opening offers, team roles and responsibilities and appropriate tactics for negotiations.
- K6 Appropriate questions to test the employers' position and to probe for possible movement.
- K7 Appropriate comparative information relevant to the negotiations.
- K8 Appropriate criteria to evaluate offers.

External factors influencing health and safety negotiations

You need to know and understand:

- K9 Legal documents and forms for health and safety.
- K10 Union policies and practices in relation to health and safety.
- K11 Current relevant developments in health and safety at work.

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