

Hull College TU Studies Department

Health And Stage 1

Week 2 Date ___/___/___

09:00 FOLLOW UP TO WORKPLACE REPORTS

Activity 'Safety Representatives and union members", Page 34

In groups discuss the finding from your workplace reports and produce a poster to report back your members' views. Cover:-

- What are the main H&S methods and problems in the workplace?
- What aspects of life outside work affect their health?
- What do they see as the role of the safety rep?
- What do they think you should be doing on the course?

Make a note also of any problems you had producing the report.

Group 1	R	Group 2	R	Group 3	R	Group 4	R	Group 5	R

20 minutes for the activity.

09:30 FEEDBACK

Group 1

Methods	Problems	External	Reps Role	Course

Group 2

Methods	Problems	External	Reps Role	Course

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Group 3

Methods	Problems	External	Reps Role	Course

Group 4

Methods	Problems	External	Reps Role	Course

10:00 REVIEWING THE COURSE AIMS

Look at the course aims produced last week. Following this morning's activity is there anything that we have missed? If so, add them to the list of course aims.

10:20 BREAK

10:40 THE APPOINTMENT OF SAFETY REPS

The SRSC Regulations state that safety reps are union reps. they do not make any suggestions on how the unions appoint safety rep. This is up to the individual unions.

Using your union's rulebook work in groups to determine how your union appoints H&S reps.

Activity 'Appointment of Safety reps - what does my union say', Page 14

Groups for this activity:-

Group 1	R	Group 2	R	Group 3	R	Group 4	R	Group 5	R

20 minutes for the activity.

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11:00 FEEDBACK ON ACTIVITY

UNION	WHO?	HOW MANY?	RELATIONSHIP

11:15 YOUR EXPERIENCES

Look at the worksheet on page 18. Using this format, note down one or two of the workplace H&S incidents you have been involved with. Write down what you did, who else was involved and what, if anything, happened as a result.

11:40 SAFETY REPS FUNCTIONS AND THE LAW

Produce flip chart / whiteboard of Reps jobs defines last week (page 2)

The SRSC booklet is divided up into three sections; Regulations, Codes of practice and Guidance notes. What are the differences - *discussion*

Activity 'Safety Rep functions', Page 19

Look at the Safety reps jobs we have identified so far. Are there any more you wish to add following today's work? Divide the jobs up depending upon which area of the SRSC booklet they are covered by. Note down the specific references for each job. Secondly make a note of any problems members of you group have in doing their job as a safety rep and use the SRSC booklet and the PIP checklist on page 41 of the skills and documents book to try and tackle the problem.

Groups for this activity:-

Group 1	R	Group 2	R	Group 3	R	Group 4	R	Group 5	R

30 minutes for the activity.

12:00 LUNCH

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13:00 COURSE MEETING

	Name	Moved	Seconded
Chairperson			
Secretary			

AGENDA

<u>Apologies</u>			
<u>Minutes of Previous Meeting</u>	Moved	Seconded	vote
<u>Matters Arising</u>	Raised by	Issue	action
<u>Correspondence</u>	Raised by	Issue	action
<u>Workplace Issues</u>	Raised by	Issue	action
<u>Course Issues</u>	Raised by	Issue	action
<u>Motions</u>	motion	Moved Seconded	Vote for : - against : - abstain :
<u>AOB</u> Election of Chair / secretary			

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Task 1

- What facilities does a safety rep need?
- When would a safety rep need time off?

10 minutes for the activity.

15:00 Feedback 1

Facilities	Time Off

15:15 Task 2

- Discuss what facilities you have to do your job as a safety rep
- What time off the job do you get?
- Time of for training?
- Note the best and worst practice within your group
- I identify a key problem regarding time off / facilities that has come out of your discussions

15 minutes for the activity.

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15:30 Feedback 1

Best Practice	Worse	Problem

Task 3

- Pick one of the problems and use the PIP checklist to address it

15:55 WORKPLACE REPORT

Workplace Report 'The union inside and outside the workplace' page 40

Your workplace report this week is to complete the form on page 40 regarding the involvement of your members in Health and Safety and to identify what support structures exist within your union's organisation.