

Organising for health and safety

A course for UNISON health and safety representatives

Updated July 2012



Introduction

Welcome to this course on health and safety and risk assessment.

As a UNISON health and safety representative you are a vital link in the union chain. You have an important role to play in organising members at local level and helping them to improve workplace health and safety through taking up problems and making sure the employer is doing all they should to protect the health, safety and well being of people at work.

UNISON's ability to support and organise its members in the workplace is very much dependant upon the strength of membership organisation. The union is more likely to get good results where it has strong membership organisation. This course will help you to understand the health and safety rep's role in organising members at local level and help you feel confident in carrying out your role in promoting workplace health and safety.

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Course programme

Day 1	Activity	Time
	Welcome, introduction and course administration	10:00-10:30
Activity 1	Introductions	10:30-11:00
	Break	11:00-11:15
Activity 2	Health and safety: an organising approach	11:15-13:00
	Lunch	13:00-14:00
Activity 3	The UNISON health and safety rep's job	14:00-15:00
	Coffee break	15:00-15:15
Activity 4	Health and safety law	15:15-16:30
Day 2		
Activity 5	Facilities, time-off and training for health and safety reps	09:30-10:30
Activity 6	Interviewing about a health and safety problem	10:30-11:00
	Coffee	11:00-11:15
Activity 7	Workplace inspections: your rights	11:45-13:00
	Lunch	13:00-14:00
Activity 7	Continued	14:00-15:00
	Coffee	15:00-15:15
Activity 8	Workplace inspections	15:15-16:30
Day 3		
Activity 9	Review of experience of risk assessments	09:30-11:00
	Coffee	11:00-11:15
Activity 10	Understanding the law on risk assessment	11:15-13:00
	Lunch	13:00-14:00
Activity 11	Assessing the assessments	14:00-15:00
	Coffee	15:00-15:15
Activity 12	Risk assessment: solving problems	15:15-16:30

Day 4	Activity	Time
Activity 13	Branch organisation for health and safety	09:30-11:00
	Coffee	11:00-11:15
Activity 14	Safety committees	11:15-13:00
	Lunch	13:00-14:00
Activity 15	Helping members to take up problems – procedures	14:00-15:00
	Coffee	15:00-15:15
Activity 15	Continued	15:15-16:30

Day 5

Activity 16	Organising around a health and safety problem	09:30-11:00
	Coffee	11:00-11:15
Activity 17	Helping members to take up problems – practice session	11:15-13:00
	Lunch	13:00-14:00
Activity 17	Continued	14:00-15:15
	Coffee	15:15-15:30
Activity 18	Your personal action plan	15:30-16:00

About the course

Course aims

This course covers both general health and safety issues and health and safety legislation and specific issues related to risk assessments and the union and employer responsibility. Risk assessment is a crucial part of health and safety in the workplace. In this course representatives will learn about risks and risk assessment legislation which will help them to organise more effectively for a safer working environment.

The course aims to help you to:

- understand your role as a UNISON health and safety rep
- organise members and get members involved in tackling health and safety issues
- develop your confidence to represent members effectively
- understand key parts of health and safety legislation including the law relating to risk assessment
- understand your employer's responsibilities for health and safety at work
- understand how you fit into branch organisation.

Who is this course for?

This course is for:

- new or less experienced health and safety representatives
- stewards who are also health and safety representatives or who want to find out more about the role
- branch officers or potential health and safety representatives who want to find out more about the union role in health and safety.

Whatever your position in UNISON, throughout this course we will refer to you as “the UNISON health and safety representative”. Remember though that a vital part of representation is to get members involved in solving problems at work.

How the course will work

This course has been designed to be used in a flexible way. It may be as a five day block, as one day a week or as a combination of days over a specific time period.

Trade union education aims to help you develop confidence and practical skills and to put the knowledge you gain during the course into practice in your branch and workplace. Much of the course will be organised in an active way that gives everyone an opportunity to have a say, as well as listen to others. You will often be working in small groups talking about your experiences and the health and safety issues important to your members. Everyone will be able to compare and discuss information relating to health and safety and risk assessment and how it can be used. We will discuss together how to handle problems and the best ways of improving health and safety at work and involving members in that process.

You may also discover that this is only the start of the training you would like to do. You are encouraged to fill in a trained and active planning form and to talk to your branch education co-ordinator or branch health and safety officer about it.

The course materials

This course book is one of the main resources for the course and is yours to keep. There are pages for you to make notes on when we do group discussion activities and other pages for general notes.

During the course you will also be given handouts and resources. Don't worry – you don't have to learn everything in them while you are on the course! They are for you to refer back to and to use as a resource in your everyday work as a UNISON health and safety representative.

Essential documents for you are:

- UNISON Health and Safety Representatives Guide
- Risk Assessment – a guide for UNISON safety representatives.

You will also have been asked to bring with you a number of documents specifically relating to your workplace. Together, these materials will give you a basic toolkit for your job as a UNISON health and safety representative.

Northern Ireland

If you are doing this course in Northern Ireland, there are some slight differences in the legal framework for health and safety. The main health and safety law in Northern Ireland is called “The Health and Safety at Work (NI) Order 1978”, and the Safety Representatives and Safety Committee Regulations are dated 1979. Other legal regulations usually carry the same name as the mainland title, but you should check them locally. The standards and principles are the same. The Northern Ireland equivalent of the Health and Safety Executive is the Health and Safety Agency, Northern Ireland, which became a unified organisation for the regulatory structures in April 1999. The Agency can be contacted at its head office in Belfast. There is information in the text of this material where necessary. The union organisation parts of this course are the same wherever you work.

Activity 1

Introductions

Aims

To help you to:

- find out more about who is on this course with you
- practice interviewing, note-taking and reporting skills.

Tasks

Pair up with someone you don't already know and interview each other to find out the following information. Use the report back sheet to make a note of your partner's answers so that you can introduce them to the rest of the group later. You should find out:

- their name
- where they work, their job and their UNISON branch
- how long they have been a UNISON health and safety representative
- if they hold any other UNISON positions (eg steward)
- why and how they became a UNISON health and safety representative.

Note

When this activity is completed your tutor will introduce the information in the resource book on 'the appointment of union health and safety representatives' and their legal status.

Introductions – report back sheet

I am introducing

Name

Employer

UNISON branch

Job

Been a health and safety rep for

Other UNISON positions

Why and how they became a UNISON safety rep

Activity 2

Health and safety: an organising approach

Aims

This activity aims to:

- find out about health and safety issues in your workplaces
 - start working on a workplace health and safety issue and involving members in problem solving
-

Tasks

Working in small groups.

1. Using the information you gathered before the course, make a group list of the specific health and safety issues you and members in your workplaces have identified. Write the group list on the left hand side of the flip chart.

Look at your list of problems, and identify who or what you think is responsible for creating the hazard or problem identified. Note this against each problem on your list on the right hand side of the flip chart.

There is a page in the coursebook for you to use for your own notes.

Choose someone from your group to report back to the whole group on the issues you identified.

2. As a group, choose one of the issues to work on and discuss the following five questions in relation to the issue. It is important to remember, you do not need to resolve the issue at this stage. You are preparing the groundwork for its resolution.

There is space here for you to make your own notes and you should write up the key points from your group discussion on a flip chart. Please choose someone different to report back to the course group on:

- What part can the member(s) play in resolving the issue?

- What part can the health and safety rep play in helping the member(s) to resolve the issue?
- Can you see ways in which the issue might impact on other members?
- Where you can get support and who in the branch you can work with?

Report back and summary

Each group will be asked to give a brief report back to the rest of the course.

Resources

Your pre-course activity notes and flip chart lists.

Activity 3

The UNISON health and safety rep's job

Aims

To help you to:

- be clear about your role as UNISON health and safety representative
 - find out what support the regulations give you
 - develop the skill of putting the law into plain language
 - organise members around health and safety issues.
-

Tasks

1. In your group draw up a “job description” for a UNISON health and safety representative. You need to go about this systematically, so follow the guidelines below. Review what, if anything, members of your group have done so far as a UNISON health and safety representative. Make a list on a poster.
 2. Look at the UNISON Health and Safety Reps Guide and SRSC Regulations 4(1) and 4A(1) to identify what functions and rights they give safety representatives. (Make a note of where you found the information, so you can go back to it when you need to.) Add these to your list.
-

Report back and summary

Choose someone from your group to report back using a flip chart.

Resources

- The pre-course activity
- UNISON Health and Safety Representatives Guide
- UNISON booklet of the SRSC Regulations:
 - Regulation 4(1)
 - Regulation 4A(1)
 - Code of Practice

Activity 4

Health and safety law

Aims

To help you:

- look at basic health and safety legislation
- consider how the law might help us resolve health and safety issues.

Tasks

Taking the issue you looked at in the previous activity, use the UNISON Guide to “The Health and Safety Six Pack” to identify whether health and safety law might help resolve the problem.

Concentrate on chapter 1 on the Health and Safety at Work Act and chapter 3 on the Management of Health and Safety at Work Regulations.

1. Which Sections of the Health and Safety at Work Act are relevant and what do they say should be done about this problem?
2. The duties on employers are all qualified with the phrase “as far as is reasonably practicable”. How does this apply to the problem you have looked at?
3. What extra responsibilities are included in the “Management of Health and Safety at Work Regulations”?
4. Do these pieces of legislation give you any rights to be involved as safety reps?

Report back and summary

Elect a scribe to make a note of your main points. Prepare to report back to the large group.

Resources

Activity 5

Facilities, time-off and training for health and safety reps

Aims

To help you to:

- identify what rights health and safety reps have
 - add to your list of rights
 - put what the law says into plain language.
-

Tasks

In your group:

1. Briefly review the experience of group members in getting paid time-off and training to do their job as health and safety representatives. Identify any problems that you have either experienced yourself, or have heard about from other reps.
2. Use your facilities agreement (if you have one) to find out what rights to paid time-off and training it gives you. Then check what rights the SRSC Regulation 4(2) and 4A(2) give health and safety representatives. List the rights on a flip chart, noting where they come from.
3. Discuss and agree a list of essential facilities you think you need as a UNISON health and safety representative. Put these on your poster.
4. How do these regulations help you to take an organising approach to health and safety?
5. Which regulations are the most useful in helping you take an organising approach?
6. Make sure you appoint a member of your group to give a report.

Report back and summary

We will take a report from each task in turn.

Facilities, time-off and training rights

Resources

Your facilities agreement

UNISON booklet on the Safety Reps and Safety Committees

Regulations 1977:

- Regulation 4(2)
- Regulation 4A(2)
- Schedule to Reg.

Activity 6

Interviewing about a health and safety problem

Aims

To practise interviewing skills.

Tasks

You will be divided into groups of three and you should then agree who will act as:

- safety representative
- member
- observer.

It is preferable that the ‘member’ is the person who is familiar with the priority risk from their own workplace.

The safety representative will interview the ‘member’ with the interview checklist provided.

The ‘member’ will explain the risk in response to the safety representative’s interview questions.

The ‘observer’ will note on the observer’s check list provided how the interview progresses, using the guidance questions listed. Once the interview is finished the observer will lead a discussion on how the interview went, based on the points on the observer’s check list.

Report back and summary

Everyone should be prepared to take part in a large group discussion led by your tutor.

Interviewing a member – interviewer’s checklist

Before the interview:

- check that the person is a member
- find out what the problem is about (in outline)
- think about what health and safety standards might apply or have to be checked
- take a notebook and pen
- prepare your questions.

At the interview the main points are:

- put the member at ease
- get the facts and find out who else is affected
- agree a plan of action with the member and try to involve them in finding a solution.

Getting the facts

Use the six ‘open questions’ to expand your understanding of the problem:

- Who? – names of people involved
- What – nature of the problem
- Where? – exact locations
- When? – time and dates
- Why? – reasons the problem occurred
- How? – the problems came about.

Be sure you make notes of the main points from the interview. Go through the notes with the member at the end of the interview to ensure that they are accurate. Tell the member what you are going to do and that you will keep them informed.

Interviewing a member – observer's check list

Did the safety representative:

- make the member feel at ease?
- explain why they were interviewing the member?
- check on union membership?
- take notes?
- ask open-ended questions
- get all the important facts about the risk. If not, what was left out?
- were they aware of what health and safety standards might apply or have to be checked?
- were they aware of what other information might be obtained from other sources?

If the case involved personal information about the member, how did the safety representative handle this aspect of the case? Did they:

- check the main points at the end of the interview?
- make an assessment of the case and explain it to the member?
- agree action with the member?
- arrange to inform the member about progress?
- identify whether others are affected and whether there is an organising opportunity?

Activity 7

Workplace inspections: your rights

Aims

To help you to:

- understand why we do workplace inspections
 - understand how to involve members
 - be clear about your rights to inspect the workplace
 - to understand how the branch will support you.
-

Tasks

For Task 2, your group will be allocated one aspect of the right to inspect covered by the SRSC Regulations.

1. Have a short discussion about the purpose of conducting workplace inspections, and agree a list of reasons why Health and Safety Representatives should inspect the workplace.

List your reasons on a flip chart.

2. Using the Regulation and Guidance Notes, (and if appropriate any code of practice) allocated to your group, identify and make a list of the rights to inspect given to Health and Safety Representatives. Add the list of rights to your flip chart
-

Report back and summary

We will take a report from Task 1 first, then task 2.

Resources

- UNISON guide to SRSC Regulations: 5, 6 and 7
- UNISON Guide to Inspections

Workplace inspections: key points

SRSC Regulation 5: regular inspections of the workplace

SRSC Regulation 6: inspection following an accident etc

SRSC Regulation 7: inspection of documents

Activity 8

Workplace inspections

Aims

To help you to:

- think about the kinds of inspection you could conduct
- practice planning a workplace inspection
- practice writing a short checklist
- think about how you can involve members in the process.

Task

Briefly review the example checklist on office hazards in the Organising for Health and Safety Resource Book. You can see how this asks questions that point you in the right direction to do an effective inspection. The questions are framed in a way that lets you tick the “yes” column when it’s OK, and the “no” column when something is wrong. This format makes it much easier to see the things that you need to raise with management when you write your report following the inspection.

1. In your group, agree a topic for an inspection. You can select a specific issue, or something general like lighting or sanitary facilities. It should be something that is relevant to your members. (There are some examples in the Resource Book and the UNISON Health and Safety Reps guide.)
2. Draw up a plan for the inspection by making a list of what you would need to do before during and after the inspection. Who would you need to involve?

When you have drawn up the plan/list, discuss why it is important to involve members, and when.

Report back and summary

- Give a brief report on your checklist questions.

Resources

- The UNISON Hazards at Work manual.
- The UNISON Health and Safety Guide.
- Example checklist in the course book.

Activity 9

Review of experience of risk assessments

Aims

To help us:

- Review experiences of risk assessments
 - identify progress and problems.
-

Task

In your small group consider and discuss the responses and information that you gained from the pre-course activity.

Prepare a report for the rest of the course using the pre-course activity which outlines:

- Your members' views
- Information from your branch
- Employer's progress

Your group's:

- main successes in dealing with risk assessment
 - main problems in dealing with risk assessment
 - priority risks
-

Report back and summary

Put your group's main points on a chart and elect a spokesperson to report back.

Resources

- Pre-course activity
- Experience of UNISON safety reps: successes
- Experience of UNISON safety reps: problems
- Resource booklet page 36-37

Activity 10

Understanding the law on risk assessment

Aims

To help us:

- understand the legal requirements from the Management of Health and Safety at Work Regulations
 - identify other regulations requiring risk assessments.
-

Tasks

1. In groups and using the information from pages 6 to 20 of the UNISON Guide on Risk Assessment discuss the following:

What is a:

- hazard
- risk
- control measure
- competent person.

2. Identify other regulations that require risk assessments to be done at your workplace.
-

Report back and summary

Make a note of your groups main points and prepare to report back to the large group.

Resources

- UNISON Guide to Risk Assessment

Activity 11

Assessing the assessments

Aims

To help you:

- review risk assessments done by your management
- look at how to improve risk assessments

Tasks

Look through the checklist on “Assessing risk assessments” in the UNISON Risk Assessment Guide (page 24-25).

In pairs, use the checklist to review one of the risk assessments from each of your workplaces.

Report back and summary

Produce a flipchart summary report outlining:

- Any problems with the risk assessment
- Proposals to put to your management to improve the way they do assessments
- Action you might take as a safety rep to make use of the assessment.

Resources

- Risk Assessment – A guide for UNISON safety representatives

Activity 12

Risk assessment: solving problems

Aims

This activity will help you develop a trade union approach to risk assessment.

Tasks

In your small groups decide how you would approach the following situations.

1. At a safety committee meeting management propose the setting up of sub-committees to look at progress on risk assessments in the “six pack” and the Control of substance Hazardous to Health Regulation 1994.
2. There are contract cleaners on site. One of them mentions to you that they were asked to clean graffiti off a wall but had no idea what the cleaning fluid was and weren’t given protective clothing.
3. Management say they are well behind completing risk assessments for an office that contains 20 people and that there is no rush as this is a low risk area and health and safety inspections are carried out regularly. They want to use consultants to finish the job but there is not enough money in the safety budget.
4. You are a safety rep and have just realised that your risk assessment records have no review date.
5. A memo has been sent round asking all safety reps to carry out and complete risk assessment sheets. This is the first you have heard about it.
6. UNISON is recognised at a workplace but a manager at a safety committee meeting says he would like to consult with employees directly to review some risk assessments that were completed a year ago.

Report back and summary

Write your key points on a flipchart and elect someone to report back to the rest of the course.

Activity 13

Branch organisation for health and safety

Aims

To help you to:

- understand the role of the branch health and safety officer
 - find out what you should be doing in the branch
 - work out your role in the branch organisation.
-

Tasks

Appoint a different reporter for each task.

1. Briefly review the 'job description' of the branch health and safety officer in the "Code of Good Branch Practice", Section 11.3.8 (pages 56); and "The Role of the Safety Representative" in Section 9.1 (pages 37). Highlight the differences between the role of the branch health and safety officer and the health and safety representative.
 2. What structures should be in place in the branch to ensure that there is an effective organisation for health and safety? (Think about committees, meetings, information, communications, consultation, etc.)
-

Report back and summary

We will take a report from each task in turn.

Resources

Code of Good Branch Practice section 11.3.8 and Section 9.1

Activity 14

Safety committees

Aims

To help you to:

- think about what safety committees should do
- think about how we involve members
- check the guidance in the SRSC Regulations.

Tasks

1. Think about putting together a list of items for the safety committee agenda. Where would you get the items from? How would you get members to have an input on what goes on the agenda? Make a note of your groups main points.
2. Draw up a list of items that you think should appear on the safety committee agenda. How could you make sure that all union members in your workplace get a chance to see the agenda?
3. Discuss and agree a checklist of key points for UNISON reps to ensure you are adequately prepared and well-organised for safety committee meetings.

Report back and summary

Report back your main points on a flip chart.

Resources

UNISON's booklet of the SRSC regs: Regulation and Guidance notes pages 25-29.

The UNISON health and safety representatives guide.

Activity 15

Helping members to take-up problems: procedures

Aims

To help you to:

- review experience of helping members take up problems
 - think about a systematic approach
 - consider the role of agreements.
-

Tasks

1. Agree the steps you would follow in order to help a member take up a problem with management.

To help you do this:

- review the experience of any group members who have helped members to take up a health and safety problem
- look at the information on the problem, investigation, plan – the organising way in the course-book.

Make a list of any additional points or questions.

2. At what point would you consider lodging a formal grievance using the Grievance Procedure?
 3. When might it be appropriate to use the ‘Whistleblowers’ protection?
 4. Why is it important to involve members in resolving problems?
-

Report back and summary

Give a short report on your recommendations.

Resources

- Your own experience
- Guidance to grievance procedures
- Your grievance procedure
- UNISON health and safety reps guide
- Resource booklet, page 43.

Helping members to take-up problems

1. Problem

2. Information

3. Plan and organise

Activity 16

Organising around a health and safety problem

Aims

To help you to think about using the organising approach to tackle a health and safety problem in the workplace.

Task

1. In pairs read the following case-study on needlestick injuries or use one of the issues identified at the start of the course.
2. On the following page is a list of 15 tactics for dealing with the problem.
 - Discuss each one and agree on five tactics which you believe to be the ones best suited to an organising approach.
 - Tick your five tactics boxes in order of importance.
 - If appropriate, make a note of any other organising tactic you may think of.
 - Also make a note of how you would motivate members to become involved with the issue.

Report back and summary

Prepare to discuss your tactic choices with the rest of the main group.

Resources

- Your own experience
- What you have learnt on the course so far

Case study

Needlestick injuries at Nevermore Hospital Trust

You are a health and safety rep at Nevermore Hospital Trust where you represent the ancillary staff.

A week ago a member came to you complaining that they had received a hyper-dermic needlestick injury while picking up a rubbish bag. You made sure that procedures following the accident were adhered to.

This is the third branch member to be injured by a discarded needle in the last three months. The other members were a cleaner and a nurse. One has since been diagnosed with hepatitis C.

The branch has discovered that there are safer needles available. These safer needles either have plastic shield devices, or a mechanism that withdraws the needle into the plastic sheath. They do however cost considerably more than the conventional needles.

The branch has raised the issue through the safety committee but management are adamant that greater staff diligence is the answer rather than buying in costlier needles.

Your branch committee has called a meeting to discuss how to organise around this issue.

Here are the tactic choices for dealing with the Nevermore Hospital Trust needlestick issue:

1. Call in the full time officer
2. Raise the issue of safer needles at the Health and Safety Committee Meeting
3. Advertise a meeting to tell local staff what UNISON intends to do.
4. Call a meeting of all members at the workplace. Highlight the dangers, present some options and ask them what they want to do.

5. Seek members mandate to organise a campaign involving all members at the workplace to raise the issues of risk and provision of safer equipment.
6. Ensure that reps understand that if we loose this fight, the union could be discredited.
7. Let members know that this fight belongs to them.
8. Conduct a survey of all workers on their responses to and experiences of the risk of needle-stick injuries. Use this to gather support and recruit former non-union members and where possible new reps.
9. Let management know that any further injuries will result in the union taking out a grievance on behalf of the member.
10. Give management a date to respond appropriately and be prepared to invoke the collective grievance/dispute procedure.
11. If the branch has an experienced Branch Health and Safety officer, get them to deal with the problem.
12. Mobilise everyone on the branch committee including the BHSO and other reps to involve themselves and members in the issue.
13. Form a working group of Reps and Members to monitor progress and help spread information.
14. Send a motion to Conference
15. Ask members at particular risk to elect a representative.

Our tactics for tackling this issue in an organising way are:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(please enter your preferences 1-15 in order of importance)

Additional organising tactic(s)

Organising tactics

How would you motivate members to become involved in the issue

Activity 17

Helping members to take-up problems: practice session

Aims

To help you to:

- practise interviewing and representing members
 - prepare arguments to put to management on health and safety issues
 - feel more confident about talking to management
-

Tasks

1. Look at all the problems you have brought to the course. Identify which legislation might help you to deal with each issue.
2. Each group will choose a problem to work on (preferably a simple one) and write it up on a flipchart.

Do not refer to any previous solution but make a note of:

- what is the problem (background)
- who's involved
- where it happened
- when it happened
- why and how

Attitudes

Members – what do they want?

Management – what is their response?

You might find it helpful to complete a brief risk assessment form on the topic

After you've completed your flipchart, pass it on to the next group.

The group receiving your problem may wish to make an appointment to interview your group to get more details about the problem.

3. Your group will receive a problem on a flipchart from another group.

Your group should then:

- prepare a trade-union response to the problem you received from the other group
- prepare to raise your case at your Health and Safety Committee meeting.

Use the case-preparation sheet to help you as well as the guidance on Interviewing and the information in Presenting your Case to Management.

If you need more information your group may make an appointment to interview the group which gave you the problem.

4. After you've had time to prepare, the union and management sides will meet as a health and safety committee, to try to reach agreement on resolving the problem. The meeting will last no longer than 20 minutes.

Only two groups, one management and one of union reps, will meet at any one time. The other group(s) will observe the meeting and make notes on the observer checklist.

Report back and summary

We will take reports from the observers, and discuss key points.

Observer briefing note

Following the role play you will be asked to take part in a discussion on whether the union safety reps:

- achieved their aims
- put their case and handled the discussion well
- reacted well to management's arguments and tactics
- used tactics effectively, eg speakers, adjournments
- took notes of the discussion
- secured agreement on how to make progress.

Use the preparation/observers/reviewing sheets on the next page to help you plan your approach to the discussion.

Case preparation sheet

Problem

Aims (what we want to achieve)

Our arguments / points

Their aims and arguments

Organisation (who does what)

Observer's checklist

Note any particular examples for your report-back

	Union side	Management side
1. Did they achieve their aims?		
2. Did they put their case and handle the discussion well?		
3. Did they react well to the other side's arguments and tactics?		
4. Did they use tactics effectively (eg use adjournments)?		
5. Did they take notes of the discussion?		
6. Did they secure agreement on how to make progress?		

Activity 18

Your personal action plan

Aims

To help you to:

- consolidate some of the lessons of the course
 - identify what you need to do next
 - develop a practical strategy for improving safety organisation at local level using the organising approach.
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Task

In your group use the notes you've made during the course, and your "things to do" list to help you identify a 10-point action plan for each member of the group.

You should think about:

- your needs
- your members in the workplace
- your role in the UNISON branch
- the organising approach to health and safety.

Complete the action plan form and include:

- what you intend to do
 - what you hope to achieve
 - what help you will need from members, other union reps, or the UNISON branch
 - when you plan to do things
 - how your plan will reflect the organising approach through eg increasing membership participation and involvement.
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Report back and summary

We will sample an action plan from each group.

Things to do

Check that your branch has informed management of your appointment.

Check that your branch has informed regional office of your appointment.

