**Ten top tips to make your workplaces safer.**

1. **Recruit a Safety Rep**

**Trade union safety reps make work safer. They are the eyes and ears of the workplace campaigning to make their colleagues working life safer. To find out more about recruiting safety reps read our guide** [Safety in Numbers](https://shop.unison.site/product/safety-in-numbers-guide/)**.**

1. **Plan a safety rep inspection**Union safety reps have a legal right to inspect the workplace areas they cover at least once every three months. Remember to give your employer reasonable written notice (one week should suffice) and try and doing it jointly with them.  Speak to your employer about using European Health and Safety Week to do any outstanding inspections which you believe are important to our members’ safety.  Read our [safety reps inspection guide](https://shop.unison.site/product/health-and-safety-inspections-at-worka-guide-for-unison-safety-reps/).
2. **Hold a union meeting**Hold a union meeting to raise awareness about health and safety, discuss a particular issue, or to listen to members’ concerns. If you think it will help encourage people to attend, consider holding it during lunchtime or ask the employer to allow staff to attend during their work time. You could also invite non-members too – they might be interested in joining UNISON.

To find out more about campaigning and organizing around health & safety read our guide [Safety in Numbers](https://shop.unison.site/product/safety-in-numbers-guide/)**.**

1. **Carry out a body or risk mapping exercise**These are great ways of identifying work hazards, breaking down barriers, and involving workers who might not otherwise report an issue or participate. They can be a fun exercise to do together and you end up with a visual record which may be easier to analyse – lots of problems in one place may help to sort out the priorities.

Put simply they involve using a drawing of a body or the workplace upon which health and safety concerns can be marked. On a [body map](http://www.hazards.org/images/blankbodymap.gif) staff would be asked to mark the areas where aches and pains, injuries, or diagnosed health concerns occur. On a map of the workplace, they may mark incidents recorded in the accident book, reasons given for sickness absence, and/or any other incidents or issues of concern that workers can recall.

1. **Do a survey of employees (both members and non-members of UNISON) to see what health and safety concerns they may have**Keep it simple as that improves your chances of a better response – people don’t have time to fill in long, complicated surveys.  It could be a simply as emailing staff and asking them to list, in order, their top five health and safety concerns. You could make it even easier by supplying a list of 10 issues and asking them to rank their top five in order.
2. **Check for musculoskeletal disorders (MSDs), repetitive strain or back injuries in your workplace**Use the safety rep checklist in the [UNISON Leaflet Aches, pains](https://shop.unison.site/product/aches-pains-and-strains-leaflet/) and strains to check for MSDs in your workplace.  Use the list when carrying out inspections, reviewing risk assessments or simply talking to members and other staff.
3. **Use the Health & Safety Executive’s Management Standards to do a stress audit and risk assessment. To find out more about doing this read our** [UNISON Stress Toolkit.](https://shop.unison.site/product/guarding-against-stressa-toolkit-for-success/)
4. **Ask the employer to jointly review or develop a risk assessment, policy, and/or procedure**Read the UNISON guide on risk assessments for advice on how employers should be conducting risk assessments, and share your knowledge with them to make sure that they are fit for purpose.
5. **Email or distribute our health and safety guides and leaflets aimed at members**Choose and either print or email one or more of our guides and pamphlets to members. These aim to inform and raise awareness so that members can identify if there’s a problem and suggest what employers and staff side can do to fix them. If you don’t have them in stock already don’t worry you can download or print them from the UNISON Shop.
6. **Just talk about health and safety!**We know you are all busy having to balance the demands of your job with representing UNISON members.  However, if you don’t have time for any of the above make sure you use at least part of the week, however small, to have a chat with members, colleagues or your manager about health and safety. Use the week to make health and safety matter!