

## Health and Safety matters

### Unite Communications Managers Association



- Measures introduced at a workplace that may substantially affect health and safety.
- Arrangements for appointing health & safety competent persons and emergencies.
- Health & safety information required to be provided to employees.
- Health & safety training arrangements for the workforce, such as induction training.
- New technology introduced and planned, regarding consequences to health & safety.

Employers are legally required to provide safety reps with resources to carry out their role. ACAS suggest:

- Room with desk and chairs at work, for carrying out interviews and meetings.
- Secure facilities for storing documents.
- Access to internal and external telephones.
- Access to word processor now IT facilities.
- Access to duplicating facilities.
- Notice board.

Other facilities should include copies of relevant statutes, regulations, approved codes of practice and HSE guidance, copies of safety journals, and legal and international standards that are relevant to the workplace.



Everyone has the right to work in a healthy, safe environment. Unite offers the latest training, information and advice for representatives and members to ensure that best practice is followed, creating healthier, safer working environments for everyone.

Unite is committed to improving health & safety in all workplaces. Union organised workplaces are safer than non-union organised workplaces

**Your Unite Safety rep is:**



Employers have a general duty of care for the health, safety and welfare of their employees.

**This includes providing:**

- a safe and healthy workplace where risks are suitably and adequately controlled
- safe work equipment, properly maintained and used, suitable for the purpose and safe systems of work
- adequate welfare facilities
- information, training and supervision necessary for health and safety.

**Key health and safety issues include**

- Movement of people and vehicles
- Use of bicycles
- Lighting and ventilation
- Manual handling and ergonomics
- Slips trips and falls
- Working at height
- Housekeeping
- Welfare facilities
- Lone working
- Dignity at work
- Stress
- Storage
- DSE and work stations
- Violence and attacks from public
- Dog attacks
- Driving
- Working with Contractors



Unite has thousands of safety reps that are supported by branches regions and national staff and resources. Safety reps deal with issues locally supported by their senior workplace reps. If further assistance is needed the first point of call is your Regional Officer, to access your regional office call:

**Membership Department: 020 8462 7755**

To join CMA contact Kate Laing email: [kate.laing@unitetheunion.com](mailto:kate.laing@unitetheunion.com)  
Tel: **01189 346 024**

## Legal help

Members of Unite are entitled to free legal advice. Representation services cover a range of issues both inside and outside the workplace. We can help with personal injury claims, employment matters, wills conveyancing and many other legal issues.

Unite has a dedicated Health and Safety Unit consisting of several Health and Safety Advisers and Researchers dealing with national issues around specific sectors and specialist topics.

**For enquires contact:**

Unite Health and Safety Unit  
[healthandsafety@unitetheunion.org](mailto:healthandsafety@unitetheunion.org)

You can access the Unite Health and Safety web page and the Unite CMA web page via: [www.unitetheunion.org](http://www.unitetheunion.org)

## Information links

Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)

HSE info line Tel: **08450 3450 0055**

TUC: [www.tuc.org.uk](http://www.tuc.org.uk)

Greater Manchester Hazards Centre: [www.gmhazards.org.uk](http://www.gmhazards.org.uk)

Hazards magazine: [www.hazards.org](http://www.hazards.org)

Labour Research Department: [www.lrd.org.uk](http://www.lrd.org.uk)

## Safety Reps Rights

Unite safety reps are a key part of providing better health and safety for Unite members at work.

Safety reps have specific rights enshrined in law, which enables them to:

- Inspect the workplace regularly
- Investigate employee complaints concerning health and safety issues at work.
- Investigate accidents, dangerous occurrences and potential hazards.
- Represent workers on health, safety and welfare matters to their employer.
- Inspect health and safety documents.
- Receive information from HSE Inspectors.
- Establish joint union-management Safety committee.

Employers are required to consult safety reps, especially about: