

EDF Energy Safety Representatives Charter



Key Message: The people best placed to make workplaces safer are the staff and managers who work in them. Effective consultation and joint ownership is the process through which issues of Health and Safety will be resolved

Fact: Workplaces with Trade Union (TU) Safety Representatives are safer workplaces because safety representatives “Don’t just see it, they sort it!” Safety Representative Activity encourages the early identification and correction of unsafe conditions and work practices.

This Charter: Defines the role, expectations and activities of Trade union Safety Representatives within EDF Energy and demonstrates the joint EDF Energy/Trade union commitments to promoting a working relationship that supports effective worker participation and resolution.

Legal Framework: In EDF Energy, the Safety Representatives and Safety Committees Regulations 1977 (as amended) provide the legal framework for consultation. The Health and Safety Executive/Health and Safety Commission (HSE/HSC) collective Declaration on Worker Involvement reinforces them and develops core principles, notably that effective worker involvement means management and staff working together in a climate of openness and trust to achieve sensible and proportionate Health and Safety management through the active engagement of all staff.

EDF Energy’s Health and Safety Policy Statement

Whilst we each have responsibilities for health and safety, we do much better when we work as a team. ‘Better together’ to ensure our workplace is Safe for All.

TU Health and Safety Representatives Policy

The Trade Unions aim is to provide a network of competent Safety Representatives, suitably trained, supported and accredited in accordance with Trade Union Congress (TUC) protocol, and committed to cooperating effectively with management in promoting and developing Health and Safety risk control measures.

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1. The Role of the Safety Representative

The role of the TU safety representative within EDF Energy is to:

1. Participate in assessments of risk and the development and implementation of proportionate risk control solutions;
2. Relay, to constituents, management consultations on matters affecting staff Health & Safety, Environmental, Wellbeing and Occupational Health.
3. Actively represent all the above Health & Safety concerns of their constituents.

2. Activities of Trade Union Accredited Safety Representative

Safety Representatives:

1. Are entitled under the Health and Safety Regulations to carry out Health & Safety inspections, investigate potential dangers, incidents and staff complaints;
2. Must consult their constituents, involve them in all H & S related issues, and report back regularly;
3. May liaise with other safety representatives (both in the workplace and in safety representative networks) and their Trade Union where this assists their representations;
4. Will attend formal Health and Safety meetings in addition to maintaining informal, regular links with management representatives;
5. Work cooperatively with other safety representatives collectively to represent constituencies, for example by agreeing common positions before and after meetings;
6. Have the authority to challenge the competences and safe practices of all personnel working on EDF Energy systems or equipment

3. Safety Representative Entitlements

Safety Representatives are entitled, without compromising their job role and responsibilities, to:

1. Such time-off with pay during working hours to attend safety rep training and perform their role;
2. Participation in consultation – this may require company input to provide background briefings to ensure informed and transparent consultation;
3. Such facilities and assistance they may reasonably require to fulfil their role.

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4. EDF Energy Commitments

In addition to supporting Trade Union accredited Safety Representatives' entitlements, EDF Energy is committed to:

1. **Consulting Safety Representatives** 'in good time' about Health and Safety measures. This means allowing enough time to tell Safety Representatives of their proposals, for constituents' views to be obtained, and for these to be reported back to management in order that they may influence decisions and actions;
2. **Notifying Safety Representatives** of notifiable accidents, ill health or dangerous occurrences and take part in a joint investigation. This includes cases where injured colleagues do not give consent to the release of personal information – safety representatives will be provided with suitable anonymised data;
3. **Resourcing Safety Representatives** by recognising their work in performance agreements and reducing individual, team and day to day work targets pro rata.

CHARTER PRINCIPLES

Partnership Framework

Expectation 1

Safety representatives are TU elected volunteers who demonstrate a willingness to promote sustained Health & Safety improvement. Their effective performance is an asset to EDF Energy's Health and Safety management system. The Trade Unions therefore expect:

- (a) Safety Representatives to be valued and to be free from harassment, intimidation and discrimination
- (b) Safety Representatives representations and referrals to secure constructive and timely responses;
- (c) Safety Representatives to retain Health and Safety issues out of industrial relations disputes.

Disagreements will be dealt with using EDF Energy's internal HESEC machinery. If still not resolved the matter will ultimately be referred to the Trade Union FTO and relevant EDF Energy Director.

Contacting Environmental Health or HSE is an option regarded as last resort as it is a sign that Health and Safety discussions have failed.

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Expectation 2

The appointment/election and accreditation of all TU safety reps in EDF Energy shall be the responsibility of the recognised trade unions.

Safety Representatives are accountable to their constituencies and their Trade Unions. They are expected to carry out their functions in accordance with the Safety Representatives and Safety Committees (SRSC) Regs, Trade Union protocol and with due regard to EDF Energy's internal communication policies and values. They have a statutory duty to encourage cooperation between EDF Energy and its workforce.

TU Support

The Trade Union movement undertakes to support, assist and promote Safety Representatives in their role by providing information, training, advice and assistance.

EDF Energy, Trades Unions and the TUC provide programmes of accredited Safety Representative training, including negotiating skills, conflict resolution, IT skills and refresher courses. Safety Representatives are expected to develop safety representative's competencies and keep themselves informed and up to date with any changes.

EDF Energy Support

In adopting the provisions of this Charter, EDF Energy is demonstrating its recognition of the vital contribution of Trade Union Safety Representatives to EDF Energy's workplace Health, Safety and Welfare, Environmental, Wellbeing and Occupational health Adoption of the Charter demonstrates EDF Energy's commitment to engaging in genuine consultation with the Trade Unions by accepting joint ownership by promoting a climate that's transparent, fair and works in partnership with each other.

The implementation of this Charter will be monitored by metrics agreed and monitored by the Company Health & Safety Forum.

It is intended that this Charter is subject to on-going joint review under the aegis of the Company Health and Safety Forum, and any proposed changes will be agreed by the Forum trade unions, at least on an annual basis.

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