

## Safety reps at work

### Overview

This programme has been designed specifically to help newly-appointed safety representatives (or those with no prior training in the subject) to understand their role and responsibilities.

To ensure maximum relevance to the participants and ease of learning, this course is always tailored specifically to the needs of the organisation to ensure that it reflects your activities, processes, policies and procedures. The outline below is therefore no more than a broad indication as to the topics that would be covered.

### Training objectives

The course will help ensure that participants understand:

- The legal framework governing health and safety at work
- Their role and responsibilities
- The key causes of accidents and occupational ill-health
- What action they need to take and when

### Audience

This course is intended for health and safety representatives. It is also relevant to anyone else with responsibility for health and safety in the workplace and for the health and safety of others.

### Format

An inter-active one-day course, with practical exercises. We recommend that the number of participants be limited to 16 in order to maximise the opportunity for interaction and facilitated discussion and to allow participants to explore practical examples relevant to their own situations.

### The expert trainer

Philippa is a Senior Consultant with one of the UK's leading health and safety consultancies and is a fully qualified health and safety professional (BSc, MIOSH, Dip2OSH, AMRSC). She started her career as an analytical chemist and has worked in manufacturing and research and development environments. She became more involved in the health and safety aspects as her role developed and made the switch to a full-time role in occupational health and safety in 1999. As a consultant, she has broad experience in audits, workplace inspection, training and consultancy advice on legislative compliance and meeting best practice, for a variety of industry sectors. She specialises in training, risk assessment, COSHH assessment and health and safety management systems and is a registered IOSH and NEBOSH certificate trainer. Her enthusiasm for health and safety, her experience in industry and her practical approach allow her to deliver highly interactive and enjoyable training courses, as the following comments from course participants bear witness:

'Excellent presenter maintained interest and contact with audience for whole day.'

'I would recommend this course to others.'

'Very good discussions, very helpful tutor.'

'Entertaining and informative.'

'A very good course with a thoroughly charming presenter. Well done! A pleasant surprise.'

'Professional and precise.'

## **Course outline**

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- 1 Introduction**
- 2 Health and safety law**
- 3 Safety representatives' legal rights**
- 4 Role and functions of the safety representative**
- 5 Skills for safety representatives**
- 6 Risk assessment**
- 7 Stress at work**
- 8 Bullying at work**
- 9 Violence at work**
- 10 Function of health and safety committees**

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