

Safety Representatives & Consultative Committees

Introduction

Designed for the elected, volunteered or appointed persons to represent their colleagues in matters of Health & Safety, assisting in the consultation and communication of effective safe working practices and implementation of the safety management plan.

Benefits

- **Knowledge** of Health & Safety Legislation in relation to their role as Safety Representatives
- **An understanding** of the role expected of Safety Representatives and Committee Members
- **Understood** their responsibilities in relation to their fellow workers
- **The skills** to assist in the organisation and planning of Safety Inspections, Safety Audits and the appropriate communication methods/administration to achieve understanding with their colleagues.
- **The ability** to develop the outcomes of future safety committee meetings and highlight the need for effective consultation and communications with management

Duration: 1 Day Course

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Course Content

Structure of Health & Safety Legislation

Health and Safety at Work Act

Workplace Regulations

Safety Representatives and Safety Committees'
Other relevant Regulations

Safety Committees

Agenda - Minutes
Conducting Meetings
Communication Skills

Appointment of Safety Representatives

Appointment Criteria

Functions

Complaints from Other Employees
Consultation with Managers
Dealing with Inspectors
Emergency Actions
Investigations of Accidents

Facilities for Safety Representatives

Consultation and Information
Working Facilities
Documentation

Safety Inspections

Safety Audits

Responsibilities
Input

Personal Development Action Plans

