

Improve support and time for reps that perform H&S duties

Developing a Workplace Improvement Team

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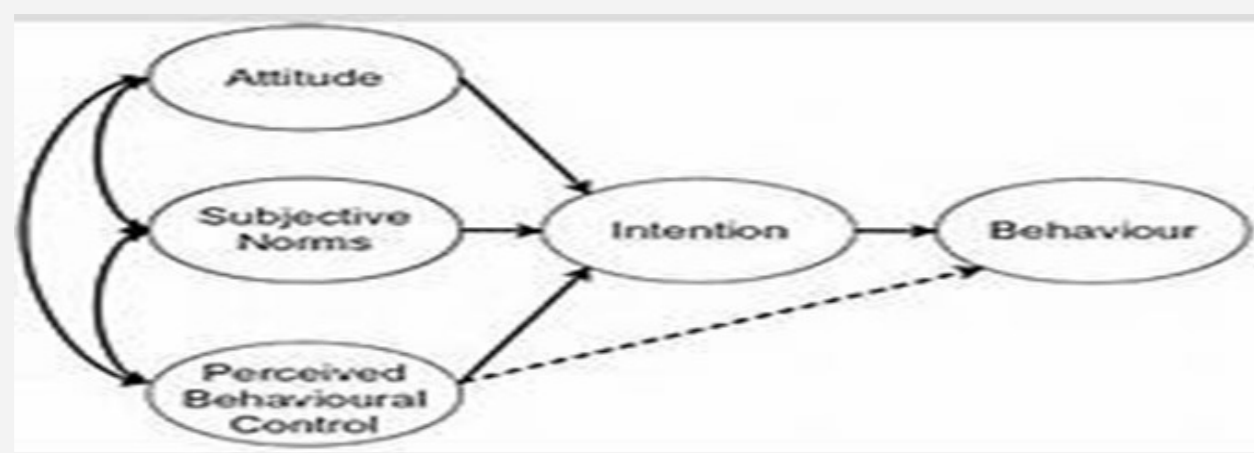


1. Safety Concern,

- Staff that perform health and safety duties (such as H&S reps, Trade union Safety Reps, H&S link persons etc.) and their respective management, could not agree on suitable time to complete H&S duties;
- H&S reps didn't feel supported and were confused in their role

2. Methods

Identification of stakeholders perceptions and formulation of driver diagram with Plan Do Study Act (PDSA) cycle planning (see figure 1). Baseline line data taken from survey of existing reps . There thoughts was factored into arrangements for the QIP. Additionally this QIP involves changing behaviour, so a recognised behaviour change model (Theory of Planned Behaviour) was used to supplement QIP



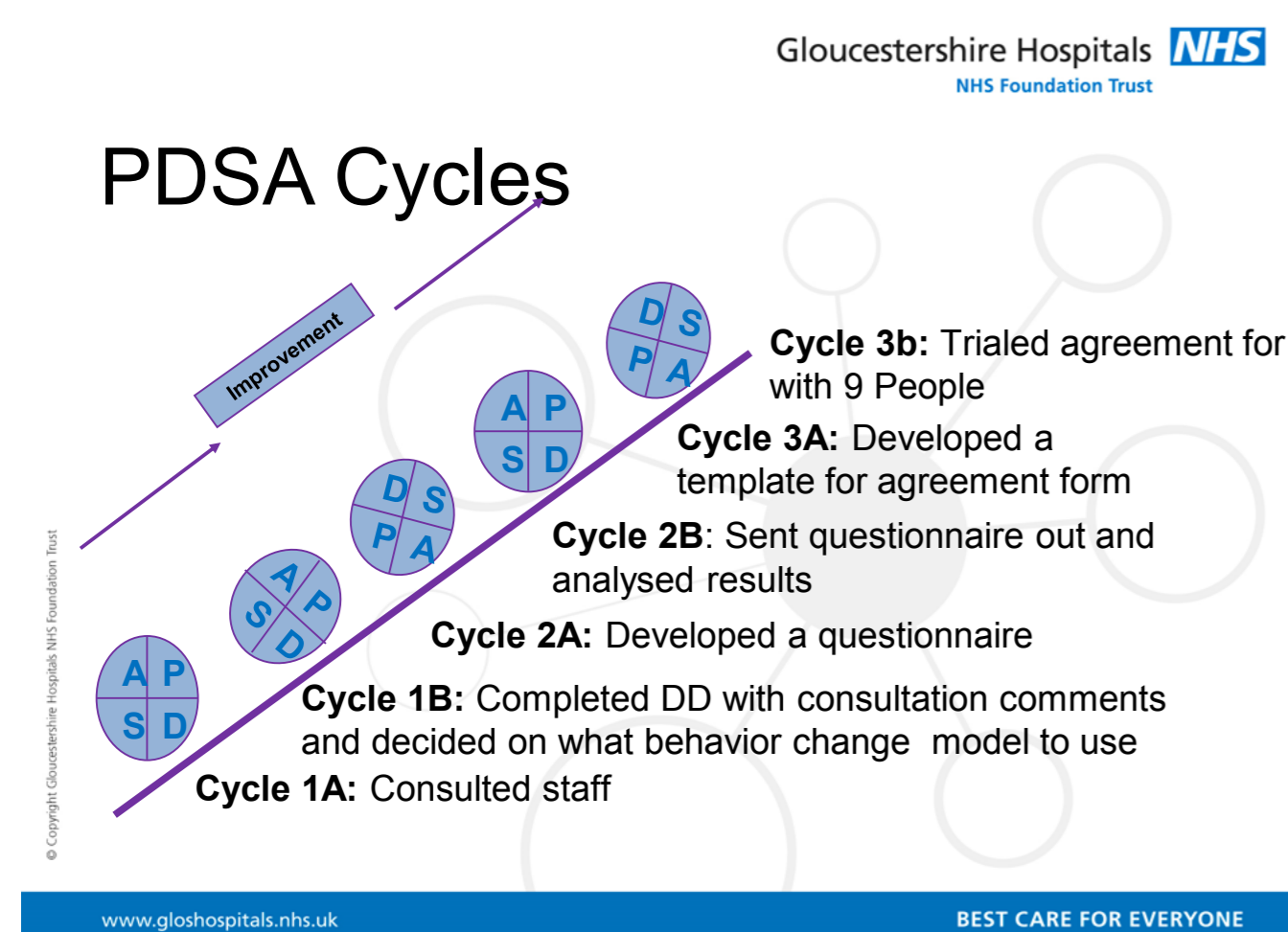
3. Aim

To increase the effectiveness of staff who volunteer for health and safety roles

4. Driver Diagram

Aim	Primary Drivers	Secondary Drivers	Actions
To increase the effectiveness* of staff who volunteer for health and safety roles *effectiveness defined as the area in which they work having had a monthly safety briefing discussed (where topic is applicable) and topic of the month risk assessment fully completed signed off by the manger (also where topic applicable to the area)	Capacity to be able to undertake the role	Time available to undertake the role	Development of 'Agreement for Representatives' to be signed off by rep and line manager detailing time allowed for workplace safety duties
		Support	Develop formal mentoring/coaching for reps
	Capability to undertake the role (Education/Knowledge/Training)	Education	Develop specific training needs analysis for union reps, RoES, H&S link persons Integrate existing trustwide H&S training and any necessary external training
		Motivation to voluntarily undertake health and safety duties	Develop a small survey (based on recognised behaviour change theories) – once completed analyse results to see what motivates reps and what reps think needs to be done to support existing reports and encourage all reps to perform duties

5. PDSA cycle



7. Agreement form for Reps

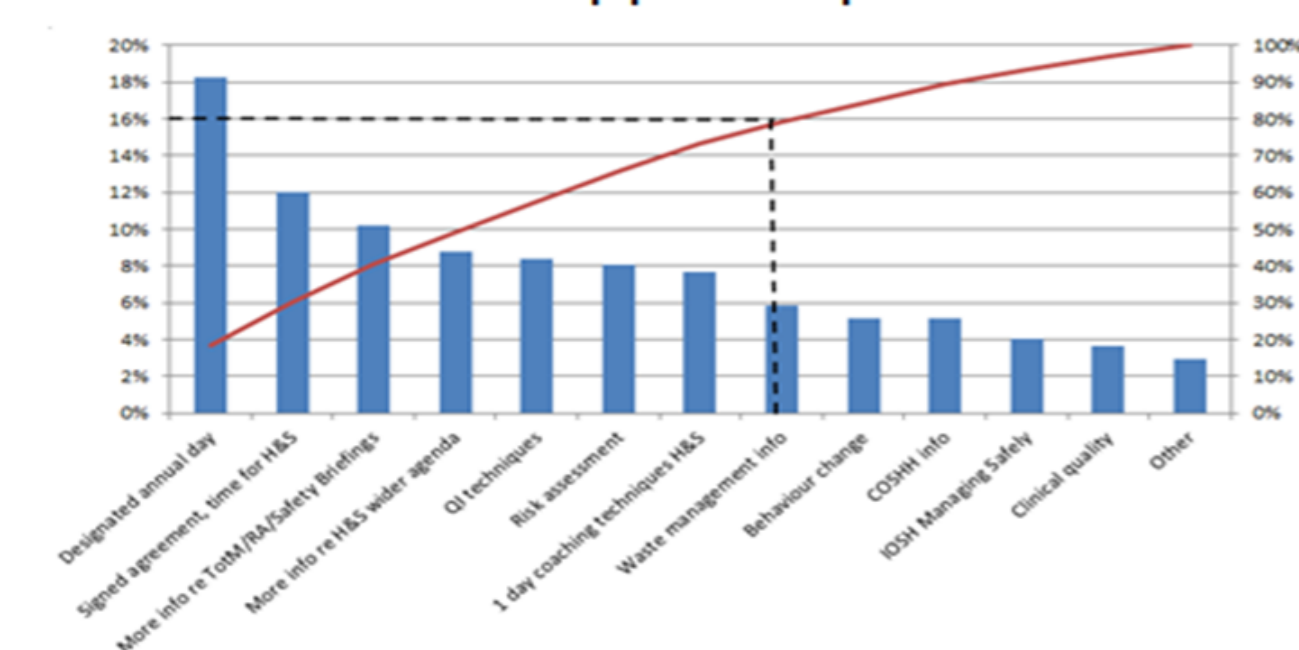
This form was used to agree time between managers and staff performing health and safety Duties

AGREEMENT FOR REPRESENTATIVES				
TYPE OF REPRESENTATIVE.....	MONTH 201.....			
	RoES	Union H&S Rep	Workplace Safety REP	H&S Link person
1. Receiving Training				
2. Inspections/Risk Assessments				
3. Representing members concerns over H&S				
4. Giving toolbox talks/Topic of the Month				
5. Attending governance meetings/H&S C'tee etc				
6. General communication				
7. Union meetings				
8. Investigating incidents and hazards				
9. Promoting role				
10. Policy review groups				
11. Specialist working party				
12. Networking other representatives				
Total time allowed for workplace safety dutieshrs a week/month Actual hrs a week/month				
Name of Manager				
It has been agreed that the above representative has been allocated protected time to complete the above safety duties.				
Representative signature				
Manager signature				
The agreement will be reviewed on a 6 monthly basis.				

6. Survey results — what support would staff like?

What staff indicated that needed to be done to support them doing Health and Safety Duties?

Pareto Chart – Support reps would like



8. Conclusions

- Now have a central database of 268 staff to communicate important information
- Now regularly do a monthly fun pub quiz (5 H&S and 5 general knowledge) that is linked into relevant Topic of the Month schedule
- Have 9 more people doing H&S duties

9. Next steps

This project will not be time limited, as will need to continue to support staff who perform Health and safety Duties. The final results of this will take at least 10 years in order to change culture
Health and Safety is a key part of normal employee engagement