

Birmingham UNISON Health & Safety Coordinator

The role of the Health & Safety coordinator is to organise, lead and co-ordinate the branches Health & Safety work. Detailed information about the role of the Health and Safety coordinator can be found in the UNISON Health and Safety Representatives Guide and the branch toolkit module, Organising for Health and Safety. As the H&S Coordinator you will provide all safety representatives with regular information on health and safety issues and will offer support from the branch. You will notify the Council; in writing the names of all the branch elected health and safety representatives, and of stewards who are also safety representatives. In conjunction with the Education coordinators you will ensure that all safety representatives attend the appropriate training.

Tasks relating to this post are as follows

- Organise monthly meetings for workplace Health and Safety representatives to co-ordinate the activity of health and safety representatives and to exchange information and consider priorities
- notify regional office of all newly elected safety representatives
- increase the awareness of members, health and safety representatives and branch officers of health and safety issues
- organise the information held by the branch on health and safety and keep accurate records of meetings and individual representation
- be closely involved in all negotiations with the employer on matters related to health and safety
- advise the branch committee on health and safety issues arising in the branch and to recommend policies and priorities
- act as a link between the health and safety representatives and other branch representatives to ensure that health and safety issues are treated as an integral part of the work of the branch
- to maintain contact with the region and regional service groups, for example via the regional health and safety committee.
- Take part in the branch duty system
- Keep branch calendar updated at all times
- Attend the monthly branch executive meeting and the bi-monthly branch committee

There is an expectation that officers give at least one months' notice if standing down to allow for a replacement to be elected and to arrange a handover with the person elected to take up the role