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**Health and Safety officer**

* To increase awareness of members, safety representatives and branch officers of health and safety issues
* To organise the information held by the branch on health and safety
* To co-ordinate the activity of safety reps and to organise regular meetings of safety reps
* To advise the branch committee on health and safety issues arising in the branch and to recommend policies and priorities
* To act as a link between safety reps and other branch representatives
* To ensure 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.

**Health and Safety reps**

* To be accountable within branch arrangements to those they represent
* To have access to local negotiations so that the health and safety implications of any decisions are properly considered at an early stage
* To be trained in dealing with management and members
* To be valued equally with UNISON representatives and other representatives within the branch
* To be encouraged to work with UNISON representatives, branch officers and members
* To carry out workplace inspections every 13 weeks or when there has been a substantial change.

**If you would like to take on any of the roles described above, please complete the enclosed nomination form.**