



**032- Functions of a Partnership Trade Union Appointed  
Safety Representative  
Version 1**

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Doc: Functions of a Partnership Trade Union Appointed Safety Representative	Page 1	Author: Fay McNicol
Date: May 2021	Version: 1	Review Date: May 2024

## **Purpose**

It is the purpose of this procedure to set out the general functions of Safety Representatives appointed by recognised trade unions.

Under Section 2 of the Health and Safety at Work Act 1979 employers have a duty to consult employee Safety Representatives with a view to the making and maintaining of arrangements which will enable both employer and employees to co-operate effectively in promoting and developing measures to ensure the health, safety and welfare of all NHS 24 staff.

In addition the Safety Representatives and Safety Committees Regulations 1977 set out specific statutory provisions for Safety Representatives and it is the purpose of this procedure to ensure that NHS 24 complies with this regulation.

## **Scope**

This procedure outlines the circumstances under which representatives may be appointed from amongst employees and the prescribed functions of these appointed representatives.

## **Procedure**

A recognised trade union has the right to appoint any member of its union employed within NHS 24 as a Safety Representative. The appropriate trade union must notify the employer in writing of the person so appointed and the group(s) represented.

## **Functions**

The appointed Safety Representative has the following functions available to them:-

To investigate potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents at the workplace.

To investigate complaints by any employee they represent, relating to the employee's health, safety or welfare at work.

To make representations to management on such matters

To make representations to management on general matters affecting the health, safety or welfare at work of the employees at the workplace.

Doc: Functions of a Partnership Trade Union Appointed Safety Representative	Page 2	Author: Fay McNicol
Date: May 2021	Version: 1	Review Date: May 2024

To carry out inspections in partnership with the service support teams, at agreed intervals or at a shorter interval where there has been a substantial change in the conditions of work or new information has been published by the Health and Safety Commission or the Health and Safety Executive which is relative to the hazards of the workplace.

Inspections may also be carried out in partnership with the service support teams, following any statutorily notifiable accident or dangerous occurrence or the incidence of a notifiable industrial disease. Reasonable notices of the intention to carry out any such inspection is to be given to service support team and line management which will in turn provide such facilities and assistance as may reasonably be required. Service Support and Line Management will normally be represented at any such inspection.

To represent their constituents in any consultations at the workplace with Inspectors of the Health and Safety Executive or any other enforcing authority.

To receive any information from Inspectors of the enforcing authority which they may be required to provide under any of the statutory provisions.

In addition to the above functions Safety Representatives are entitled in connection with the performance of their functions to inspect and take copies of any relevant documents which the company is legally required to keep, other than any document relating to a medical examination of an identifiable individual.

**Nothing in the Regulations or in this Policy statement is to be construed as imposing any duty on the Safety Representatives except those duties embodied in sections 7 and 8 of the Health and Safety at Work etc. Act, which applies to all employees.**

Safety Representatives activities will normally be confined to the workplaces for which they have been appointed. There will however be occasions when Safety Representatives may need to visit other departments in pursuance of their safety functions. Permission for such visits should be obtained from the Safety Representative's immediate superior and such permission will not be unreasonably withheld.

A Safety Representatives duties will cease when:-

The trade union terminates the appointment in writing to the employer.  
The appointee ceases to be employed at that workplace.  
The appointee resigns

For the sake of clarity: the recognised unions within NHS 24 are currently Unite, Unison and RCN, GMB, BMA and Royal College of Midwives.

Doc: Functions of a Partnership Trade Union Appointed Safety Representative	Page 3	Author: Fay McNicol
Date: May 2021	Version: 1	Review Date: May 2024