

GMB Branch Logo
Address & Telephone Number

Employer's Name (Managing Director or Highest Manager)
Employer's Address

Date

Establishing a Joint Health and Safety Committee and Constitution

Dear Employer's Name

The GMB is a recognised trade union defined in Section 30(1) of the Trade Union and Labour Relations Act 1974.

Therefore, we request that, in accordance with Section 2(7) of the Health and Safety at Work Act 1974 and the Safety Representatives and Safety Committee Regulations [SRSC] 1977 (as amended) - Regulation 9(2)(a), (b) & (c) a Health and Safety Committee is therefore, established by the employer within 90-days, when two or more trade union appointed Safety Representatives formally request the employer to do so.

We have enclosed a Health and Safety Committee Constitution for your assistance, that is compliant with the Regulations, Code of Practice and Guidance Notes that are contained with the SRSC Regulations 1977; and we feel that formal consultation and pro-active discussion should take place on this important committee structure with you at the earliest opportunity and that the employer then post a notice stating the composition of the committee.

Yours sincerely

Yours sincerely

Safety Representative

Safety Representative

OBJECTIVE

The aims of the GMB/***** joint consultative Health, Safety and Welfare Committee is to oversee the promotion of co-operation between the employer and employee's in instigating, developing, carrying out and maintaining such measures to ensure health, safety and welfare of employees and others. [Safety Representatives and Safety Committee Regulations 1977 as amended - GN75] - * Include WELFARE [SRSC 1977 - GN70]

SPECIFIC OBJECTIVES

- To study accidents and notifiable diseases statistics and trends;
 - Examination of safety audits reports on a similar basis;
 - Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act (1974);
 - To develop and ensure the effectiveness of the health, safety and welfare content of employee training;
 - Consideration of reports which safety representatives may wish to submit;
 - Assistance in the development of work safety rules and safe systems of work;
 - A watch on the adequacy of health, safety and welfare communication and publicity in the workplace;
 - The provision of a link with the appropriate enforcing authorities.
- [GN76 (a to i)]
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COMPOSITION OF COMMITTEE

- Employees will be represented by the GMB Safety Representatives;
 - Management representatives on the committee will be determined by Ealing Community Transport and comprise of the same number as the GMB Safety Representatives [GN83];
 - The GMB and Management will be able to invite other specialist speakers to the committee meetings [GN64];
 - The Company Doctor/Nurse will be invited to attend in an advisory capacity to committee members [GN85];
 - The Company Health and Safety Manager will be invited to attend in an advisory capacity to committee members [GN85].
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CONDUCT OF COMMITTEE MEETINGS

- Meetings will be held as often as necessary (every 3 months) [GN88 (a to d)];
 - If a meeting has to be postponed due to unforeseen emergencies/ circumstances, an agreed date for the next meeting should be made and announced as soon as possible [GN91];
 - The time and dates of the committee meetings will be arranged, planned and established on a yearly basis [GN92];
 - In certain undertakings it might be useful for the committee to appoint sub-committee to study particular health, safety and welfare problems, e.g. oversee the undertakings of suitable and sufficient Risk Assessments [GN94];
 - Agreed minutes will be sent out to all managers and safety representatives as soon as possible after each committee meeting [GN95];
 - An agreed copy of the committee minutes will be posted on the health and safety notice boards through out the company [GN95];
 - An agreed copy of the committee minutes will be sent to the most senior executive responsible for health and safety [GN95];
 - Formal arrangements should be made to ensure the Board of Directors is kept informed generally of the work of the committee [GN95].
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Other items not covered in the Guidance Notes of the SRSC Regulations 1977 (as amended), but the committee should be looking to monitor these health, safety and welfare issues in a pro-active way.

- Monitoring the carrying out and effectiveness of Risk Assessments;
- Examining stress in the Workplace;
- All new Technology being introduced;
- All changes to current and future working practices;
- Monitoring of R.S.I. (Repetitive Strain Injury) and WRULD's (Work related Upper Limb Disorders);
- New legislation (e.g. Working Time Directive 2005 (as amended) - Noise at Work Regulations 2005);
- Use of VDU's (Display Screen Equipment);
- Use of substances hazardous to health (Control of Substances Hazardous to Health Regulations);
- Asbestos in the Workplace (Control of Asbestos at Work Regulations); and
- Monitoring the Company Safety Policy.

"Date"

"Insert Address"

Dear Sir or Madam:

Re. Inspection of Documents and Provision of Information

In accordance with my rights as a recognised GMB Health and Safety Representative, I write to request inspection/copies of certain documents under Section 7 (1) of the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).

The relevant documents are as follows:

(List documents)

I would be grateful if all documents could be copied to me within the next *(insert number of days/weeks)*, alternatively I will make myself available at an agreed time to inspect the documents and reserve the right under the Regulations to copy any that are required.

Yours sincerely

(Enter name)

