



Small Business Trade Association Forum

Tuesday 25 October

Presentation on obtaining bulk supplies of HSE free leaflets

John Lack, Head of Business Management Unit, Communications Delivery Service
Health and Safety Executive

Arrangements are in two phases

1. HSE(SBTAF Secretariat) notifies Forum members of forthcoming free publications to see if they wish to take part in a distribution to their members

Forum members will receive advance notification of forthcoming HSE free leaflets, and asked if they wish to be involved in a distribution to their members, please contact e-mail address for SBTAF secretariat.

Forum members advise SBTAF secretariat of their requirements. HSE provide required number of copies, once printed.

Contact: SBTAF Secretariat e-mail account
Email: SBTAF.Secretariat@hse.gsi.gov.uk

2. Forum members wish to distribute current HSE free publication

Forum members determine the leaflet required, number of copies and date required by and advise HSE (SBTAF Secretariat)

HSE will check stocks and that the leaflet is still current and not being reviewed, and confirm status and delivery details.

HSE will also check whether there has been a recent distribution to that Sector by HSE.

Contact: David Dawick, Business Management Unit, HSE
Tel: 0151 951 4085
Email: david.dawick@hse.gsi.gov.uk

Any problems or queries, please contact Meena Sharma know.

John Lack

25 October 2005

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