

HSE event 3: Topic specific workshop

Worker involvement 'bolt on' afternoon session to other topic specific modules

Facilitator brief

HSE event 3: Topic specific workshop ‘worker involvement’ bolt-on modules to other topic specific modules (can be used as an afternoon session to morning topic specific delivery)

| Timing | Facilitator Notes | Method and slides |
|---|--|-------------------|
| <p>Pre-requisites - to be completed by facilitators ahead of any delivery.</p> | <p>For delivery of these Modules facilitator(s) must have an good understanding of:</p> <ul style="list-style-type: none"> • the two principal sets of Regulations/ACoP relating to consultation on health and safety: www.hse.gov.uk/pubns/books/l146.htm [1] <p>Information and tools to help organisations to consult workers - resources can be found on both the HSE ‘doyourbit’ and main HSE Worker Involvement webpages, in particular:</p> <ul style="list-style-type: none"> • the webtool: for small and medium sized organisations. It provides a quick and simple way of identifying steps to improve levels of worker involvement in a stable and dynamic working environment. www.hse.gov.uk/involvement/doyourbit/taking-action.htm • Shared experiences: video (and text) case studies. www.hse.gov.uk/involvement/doyourbit/shared-experiences.htm <p>guidance materials:</p> <ul style="list-style-type: none"> • Consulting employees on health and safety – a brief guide to the law www.hse.gov.uk/pubns/indg232.pdf [2] • The worker involvement good practice guide can be accessed here: www.hse.gov.uk/pubns/books/hsg263.htm [3] <p>Aim:</p> <ul style="list-style-type: none"> • Create and agree to a joint action plan for their organisation that will help deal with [topic] in the workplace through increased worker involvement. | |

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| | <p>HSE Key messages:</p> <p>HSE research indicates the more channels of communication open to workers, the more engaged they are and this can lead to improvements in health and safety.</p> <p>Encourage the group to start thinking about developing this material into an action plan (next session) that can help address the problems previously identified in the light of your specific and local knowledge. Keep an open flip for comments.</p> <p>Introduce action planning session to consider how to improve consultation arrangements generally, plus more specifically how arrangements can help with [insert specific topic here].</p> <p>Remember, those closest to the particular aspects of the work and work systems are in the best position to say what needs to be corrected – again this is their opportunity to have a big impact on what is decided upon and what improvements are implemented. Once interventions have been put in place you will also want to ensure the organisation has a process that decides how successful they have been and what further changes may be necessary.</p> <p>Highlight some interventions don't usually need to be expensive or time consuming to put into place, and there are often learning points that can be used elsewhere in the organisation for managing other topics.</p> | <p>USE SLIDE: 4 - Research</p> |

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| <p>Module 2: 1 hour and 15 minutes</p> | <p>Action planning session</p> <p>To help this session, deliver a short presentation on ‘Goal Setting’ using SMART (specific, measurable, achievable, realistic, time frame. If applicable you can add S-SMART – additional ‘S’ for stretching).</p> <p>Spilt into small groups and ask them to identify the top 3 actions to improve worker involvement / [insert specific topic here] (they can use results from previous sessions and diagnostic). Ask them to capture their decisions on flip chart under the headings: action proposed, time frame, who and evidence for success.</p> <p>Then bring together in large group and ask ‘using the results from the previous session, identify top 3 areas for improvement and the barriers and enablers that will help or hinder’.</p> <p>Finally, ask them to create and agree to a ‘joint action plan’ for their organisation that will help deal with [insert specific topic here] in the workplace through increased worker involvement.</p> <p>Spilt into 4 small groups (mixed manager / worker groups) to create (S/) SMART actions to take back to the workplace. Then allocate each group one of the following headings: worker/representatives roles and responsibilities managers roles and responsibilities worker Involvement – joint actions and new arrangements improvements to the working environment (realistic!)</p> <p>Ask each group to record on flip chart their actions.</p> <p>Ask each group to present back plans and large group to test against SMART and gain agreement.</p> | <p>Group work and plenary</p> <p>USE SLIDE: 5 - SMART</p> |

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| | Ensure the session is practical and relevant to the organisation. | |
| 15 minutes | Review objectives, evaluate and close. | Discussion |

References:

1. *Consulting workers on health and safety. Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended). Approved Codes of Practice and guidance L146 HSE Books 2012 ISBN 978 0 7176 6461 0 www.hse.gov.uk/pubns/books/l146.htm*
2. *Consulting employees on health and safety: A brief guide to the law INDG232 HSE Books ISBN 978 0 7176 6312 5 www.hse.gov.uk/pubns/indg232.pdf*
3. *Involving your workforce in health and safety: Good practice for all workplaces HSG 263 HSE Books ISBN9780717662272 www.hse.gov.uk/pubns/books/hsg263.htm*