



- ▼ consult the safety representatives on the making and maintenance of arrangements for effective co-operation in promoting and developing health and safety measures.

YOUR SAFETY REPRESENTATIVES

The Regulations give safety representatives certain powers to enable them to fulfil their functions. The Regulations also require the duty holder to arrange training in those aspects of the safety representatives functions which are considered reasonable. Your safety representative must be given time off with pay to represent you and for safety representative training. Among other functions they perform, the safety representative can:

- ▼ investigate hazards, dangerous occurrences, accidents and any complaints you may have about health and safety;
- ▼ carry out inspections on the installation;
- ▼ make representations to the installation management on health and safety matters;
- ▼ represent you in dealings with inspectors from HSE's Offshore Safety Division (OSD);
- ▼ attend safety committee meetings;
- ▼ consult you and your fellow workers about health and safety;
- ▼ receive information and documents concerning health and safety;

- ▼ be supplied with a written summary of the main features of an installation's safety case or a revision of the safety case. They can also see the whole case;

- ▼ make an immediate report to an OSD inspector, when they and a fellow safety representative consider there is an imminent risk of serious injury. But they must first draw the matter to the OIM's attention who must make their own report to an inspector.

Get to know your safety representative -
it's in your interest to do so!

YOUR SAFETY COMMITTEE

The safety committee must be chaired by the OIM, who has to call a meeting at least once every three months. All elected safety representatives are entitled to be members. The committee's main job is to help promote and develop measures to ensure the occupational health and safety of the workforce on the installation, through co-operation between the management and the workforce. Among other things, it may consider and make recommendations about:

- ▼ health and safety measures;
- ▼ the system of constituencies;
- ▼ the training of safety representatives;
- ▼ health and safety matters raised by members;
- ▼ the causes of accidents and occupational ill health.

Note to duty holders, installation managers and employers

This free leaflet may be handed out to every member of the workforce or the unamended text may be reproduced in any company literature routinely handed out to people arriving on an installation. If the text is reproduced in this way, the title should be prefaced with the heading Health and Safety Executive Information.

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SAFETY REPRESENTATIVES and SAFETY COMMITTEES on OFFSHORE INSTALLATIONS

A brief guide for the workforce

INTRODUCTION

The Offshore Installations (Safety Representatives and Safety Committees) Regulations 1989 (SI 1989/971 as amended) enable you to have a voice in health and safety on your installation. The main aim of the Regulations is to ensure that duty holders, installation managers, employers and the workforce co-operate towards the common goal of reducing offshore accidents and occupational ill health.

Your rights and the installation management's obligations are set out in the Regulations and are explained in some detail in the Health and Safety Executive's booklet *A guide to the Offshore Installations (Safety Representatives and Safety Committees) Regulations 1989*, obtainable from HSE Books. A copy should be available for you to read on your installation. A copy of the Regulations is also required to be kept on the installation.

This leaflet tells you briefly about the Regulations and your rights. They are **your** rights so please exercise them for the benefit of you and your fellow workers.

YOUR MAIN RIGHTS AS A MEMBER OF THE WORKFORCE

You are entitled:

- ▼ to elect, by secret ballot, a safety representative to represent you for up to two years in dealings with the installation management on health and safety;
- ▼ to have a safety committee set up on your installation, if you elect a safety representative.

If you and your elected safety representative are employed as part of a team that normally moves from one installation to another, you are entitled to expect your representative to move with you and to represent you on each installation.

MAIN OBLIGATIONS OF DUTY HOLDERS (INSTALLATION OWNERS/OPERATORS) AND OTHER EMPLOYERS

The duty holder has a number of responsibilities towards safety representatives. One such responsibility involves training, and the duty holder must ensure that:

- ▼ each safety representative for the installation is provided with training in those aspects of a safety representative's functions which are considered reasonable;
- ▼ any costs associated with such training are not borne by the safety representative.

Under the Regulations, the duty holder must consult your safety representatives on a number of issues:

- ▼ the preparation of the installation safety case;
- ▼ the introduction of any measure to the installation which may substantially affect your health and safety;
- ▼ the health and safety consequences arising from the introduction of new technologies to the installation;
- ▼ the arrangements for the appointment of people to undertake emergency duties under regulation 6(1) of the Offshore Installations (Prevention of Fire and Explosion, and Emergency Response) Regulations 1995 (SI 1995/743);
- ▼ any health and safety information the duty holder has to provide to members of a workforce under relevant statutory provisions;
- ▼ the planning of any health and safety training they have to provide under relevant statutory provisions;

In addition to the obligations made on the duty holder, every employer needs to take account of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242).

Under the Regulations, they must consult safety representatives about the arrangements for appointing people to assist the employer in complying with the Regulations.

THE INSTALLATION MANAGER'S MAIN OBLIGATIONS

The offshore installation manager (OIM) has a number of responsibilities regarding safety representatives and safety committees. Among other obligations, they must :

- ▼ divide up the workforce into groups or 'constituencies' so that elections can be held. It is your right to have a say in how this is done; either directly or through the safety committee where one has already been set up;

- ▼ assign you to a constituency.

If there is no elected safety representative for your constituency you can, at any time, nominate any other member of your constituency as a candidate for election.

But you must get a second member to support the nomination, and the nominated person must be willing to stand. Of course you can stand for election yourself, but you will need to be nominated and seconded by other members of the constituency. If there is already an elected safety representative for your constituency, you must be told who that is and the representative must be told that you have joined the constituency.

The installation manager then has a duty to:

- ▼ hold a secret ballot if more than one candidate is nominated for a constituency. The ballot can last for up to five weeks to allow you and your fellow workers time to vote when you are on the installation. If you are not satisfied that the ballot was conducted properly and fairly, you have the right to refer the matter to the Health and Safety Executive (HSE);
- ▼ set up an installation safety committee and facilitate its function;
- ▼ provide necessary facilities, information and documents to allow your safety representative and the safety committee to represent you;