

# IT'S YOUR TIME LET'S GET IT BACK



## CAMPAIGN CHECKLIST **STAGE 2**

Branches are advised to seek initial advice from their regional/devolved nation office and the national health and safety (H&S) official before starting a local workload campaign.

### 4. FIT FOR PURPOSE HEALTH AND SAFETY STRUCTURES

- **Identify existing health and safety structures** (eg H&S committees, H&S departments/managers, duty holders, competent persons, responsible persons, safety management systems).
- **Review the terms of reference for any joint H&S committees** to ensure they are fit for purpose and in line with the Safety Representatives and Safety Committees Regulations 1977.
- **Ensure that the health and safety committees are established/re-established** with equal voting numbers of trade union and employer representatives.
- **Populate the health and safety committees** and other consultative structures with an appropriate mix of senior branch officers, health and safety representatives and workload reps.
- **Ensure that workload and work-related stress** is a standing item for health and safety committees.
- **Seek to establish collaborative working** with the employer and audit existing work-related stress risk management against the HSE Stress Management Standards guidance.
- **Use UCU workload/stress survey data** and workload inspection reports to inform the organisational stress risk assessment process. Ensure employers continue to meet their legal duties to prevent and control workload stressors.





## 5. A DUAL APPROACH – JOINT WORKING GROUPS

- **Ensure that workload and work-related stress is a standing item** for the JCC/ JNC/local bargaining machinery.
- **Campaign for the establishment of a joint workload working group** (this might be the subject of a local workload claim).
- **Negotiate and agree terms of reference** for the joint working group.
- **Identify areas for joint working** and collaboration with the employer.
- **The joint working group should align** to the local bargaining machinery and the health and safety consultative structures.
- **Notwithstanding the presence or absence of a joint working group**, ensure that UCU recommended control measures in step 4 reflect the priorities developed in step 3.
- **Local workload claims** should be harmonious with the evidence-based investigation and risk management approaches used in steps 2 and 4.

## 6. AGITATE AND NEGOTIATE

- **Review the campaign plan** developed in step 3 and implement an action plan incorporating a health and safety, collective bargaining and organising approach.
- **Continue to conduct workplace inspections, investigations and workload/ stress surveys** (as appropriate) to reach staff, understand the issues, build support and inform the employer of their legal duty to manage risk.
- **The organising approach** puts activists, members and potential members at the centre of our workplace campaigning. An organising approach relies on reps and activists making personal contact with members and prospective members; finding out about the concerns and problems they experience; and encouraging them to become involved in taking them up with the employer in efforts to resolve them and improve working conditions for everyone.
- **Organising builds and enhances** the capacity of UCU branches to address the core concerns of members through campaigning and bargaining.

Branch resources to support good practice in 'Building UCU' are available here:  
<https://www.ucu.org.uk/Building-UCU>