

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



## CAMPAIGN CHECKLIST **STAGE 1**

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.

### 1. BUILD A WORKLOAD TEAM

Identify potential departments for the campaign (based upon workplace mapping, existing survey data, log of issues raised with the branch and other relevant information).

Identify at least one potential workload rep for each department. UCU *local contacts* may be a good point of contact and a source of information about local workload issues.

Agree the composition of the workload team and appoint workload reps. This should include one or more senior branch officers and experienced H&S reps along with the workload reps. Where possible existing branch officers and reps should 'double up' as H&S reps.

You can register for UCU **workload reps 1 training** - 'Introduction to the workload campaign and the role of the workload rep' at: <https://www.ucu.org.uk/training>

The training will cover the role of the workload rep, key tasks in developing the workload campaign, and how to undertake workload inspections and investigations. At the training event you can formulate a branch action plan which you can then discuss and agree with branch officers and UCU officials which covers the following tasks:

- **Formal notification/renotification** of all H&S reps (and newly appointed workload reps) to the employer
- **Identification of target areas** for initial workload inspections
- **Scheduling** the first round of inspections
- **Formal notification** of the inspections to the employer





## 2. GATHER EVIDENCE AND BUILD SUPPORT

- **Decide how reps will go around the workplace**, who they will see and how to talk to staff – eg small departmental meetings, individual meetings or both.
- **Design questions and/or themes** for face to face discussion with staff. Use available resources (workload surveys, workload calculators, UCU stress toolkit, HSE toolkit). This may support planned surveys, build on previous data collection or issues raised with the branch.
- **Set up a local workload or HSE stress survey** – if appropriate – prior to conducting the inspections.
- **Conduct workload inspections** as planned with support from experienced H&S reps and officials.
- **Conduct workload investigations** where workload and work-related stress concerns have been raised, with advice from experienced H&S reps and officials
- **Don't forget** to take UCU recruitment and national workload campaign materials with you.
- **Produce a written workload inspection (or investigation) report** for branch committee and share this report with the employer so they are aware of the safety concerns identified.

## 3. REVIEW PROGRESS AND CAMPAIGN PLANNING

- **Workload team and branch committee review** and analyse the workload/stress surveys and inspection reports and investigation reports.
- **Ensure that issues are identified** and shared with employers who must meet their legal duty to control significant hazards in organisation level stress risk assessments.
- **Organise around the issues identified** prioritising those issues that are widely and deeply felt. This will enable the development of campaigns and claims which are winnable.
- **Develop appropriate campaign techniques** - mapping, campaign messages, one to one contact with staff, phone trees, email/internet/social media, printed materials, press releases, media work, meetings.
- **Decide key messages**, time-scales, available resources, ways to involve members at all stages and opportunities to recruit non-members and identify additional active members to support the campaign.
- **Start campaign** in the target areas and build support.