



6th April 2011

To: Convenors of local Health and Safety Committees

Dear colleague,

Communication with Local Health and Safety Committees

During discussion with Trade Union and Human Resources colleagues, it was suggested that it would be helpful if a readily understood flow chart, to illustrate possible routes for an individual employee to take forward a health and safety query/issue, would be welcomed.

The University Health and Safety Committee approved the following flow chart, which and asked me to draw the attention of convenors of local health and safety committees to the chart, as guidance.

The central Health and Safety Committee would also seek to encourage local committees to bring forward items of particular significance and/or general interest or value from their own committees to the University Health and Safety Committee, and to help disseminate locally messages/information coming from the central Committee.

The 2010 Annual School Health and Safety Report gathered information on contact details for local health and safety committee convenors, which is why you are receiving this communication.

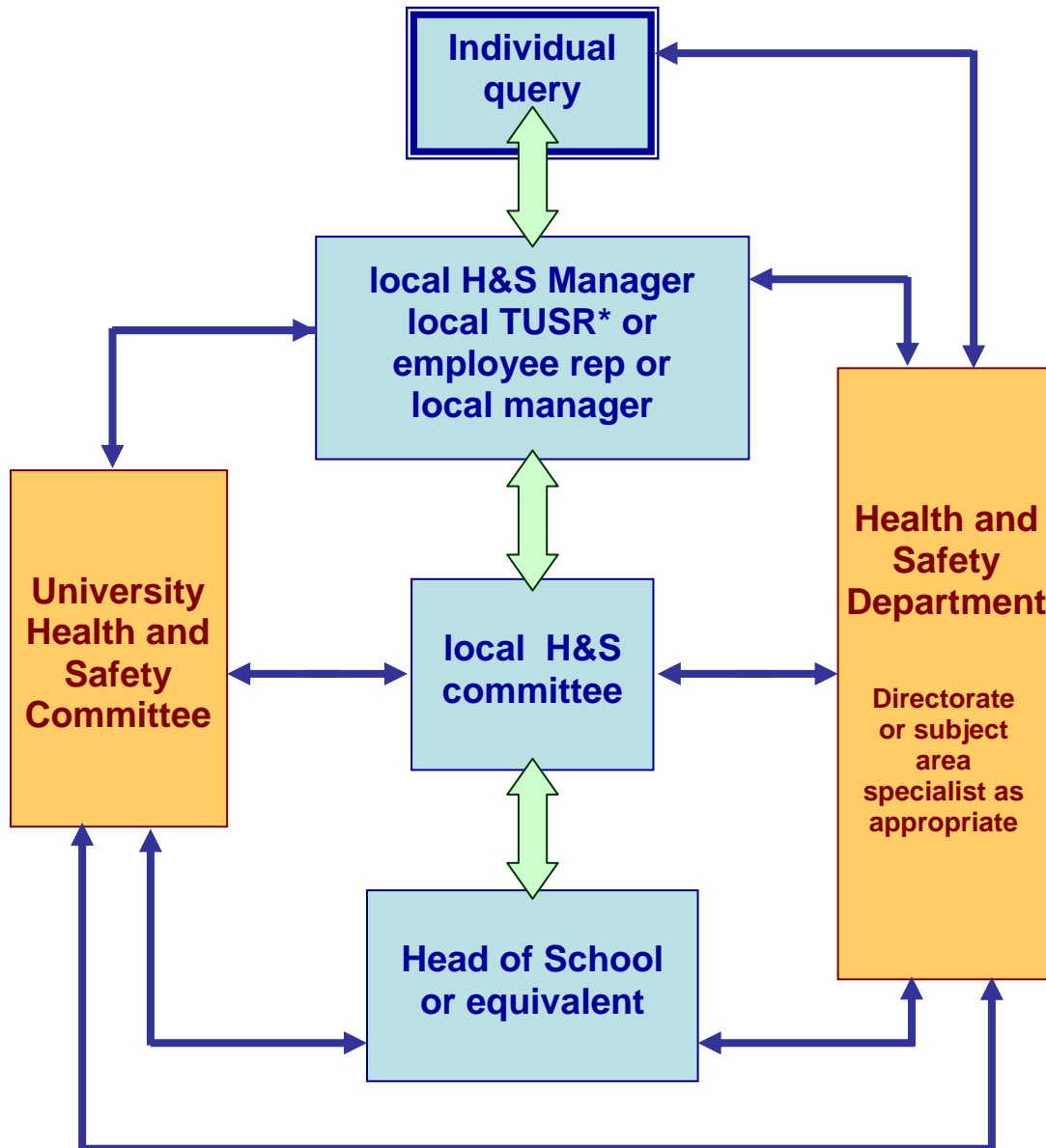
On behalf of the University Health and Safety Committee, could I ask you please to bring the flow chart to the attention of your health and safety committee members, and to encourage them to raise significant items from your own local committees.

From time to time, information which the central Health and Safety Committee feels would benefit from dissemination through local committees, will be sent via email to convenors.

Regards,

Alastair Reid

Flow chart for health and safety queries



Notes to the Flow Chart

1. Blue boxes reflect activity at School/local level; yellow boxes at central/corporate level.
2. Double ended arrows indicate progress of a query/issue in one direction and feedback in the other.
3. An individual query/issue may be resolved at any point in the process.
4. The actual route taken, and point of resolution, will be related to the nature/seriousness of the issue in question.

5. All members of the UoE community have the right of direct access to the Health and Safety Department, if so desired.

Lists of contacts in the Health and Safety Department, members of University Health and Safety Committee, Radiation Protection Committee, and School (or equivalent) Health and Safety Managers/Advisers, are available on the Health and Safety www site at:

<http://www.ed.ac.uk/schools-departments/health-safety/about/units>

<http://www.committee.safety.ed.ac.uk/membership.cfm>

<http://www.ed.ac.uk/schools-departments/health-safety/radiation-protection/about/committee>

<http://www.ed.ac.uk/schools-departments/health-safety/about/contacts/safety-advisers>

* TUSR – Trade Union Safety Representative