



The most effective tool that you have in ensuring good health and safety at work is being a member of ACCORD.

Through our network of trained Health and Safety Reps we reduce injuries, improve ill-health and help change the safety culture within HBOS.

Cover your back – join ACCORD today!

Four million people every year suffer injury or ill-health as a direct result of their work. No wonder health and safety is the major issue which union members and all working people think unions should concentrate on. And that's exactly what ACCORD does on your behalf. We're about to launch a new Joint Agreement on Health & Safety in HBOS, to add to a number of integrated Health & Safety policies and procedures that have been jointly agreed and implemented. Read on to find out more about how we work to protect your health, wellbeing and security at work.

HBOS Health & Safety Policy

ACCORD works closely with HBOS at Group Level to develop and implement policies and procedures aimed at preventing rather than reacting to accidents and ill health.

We have recently agreed new policies and procedures on:

- Accident Reporting
- Asbestos Management
- Display Screen Equipment
- Fire Safety
- Use of Mobile Phones Whilst Driving
- New and Expectant Mothers.

The HBOS Health & Safety Policy Statement, together with all jointly agreed health and safety policies, are published on GroupNet.

ACCORD Health & Safety Reps

The Union has a network of trained Health and Safety Representatives. Our aim is to have one in every workplace – more for larger workplaces.

They carry out quarterly workplace inspections to identify hazards and work with management to assess the risk arising out of those hazards.

It is, however, a management responsibility to implement effective measures to remove, reduce or control risks to a reasonably practicable level. Our Reps are there to ensure that this is properly followed up.

If you don't have an ACCORD Health & Safety Representative in your workplace, call our Headquarters for further advice on 01189 341808.

HBOS H&S Coordinators

Don't get confused between ACCORD Health and Safety Reps and the Company's appointed Health and Safety Co-ordinators. These are two distinct and separate roles.



Where a line manager delegates the day to day operational ownership of health and safety, they are required to nominate and appoint a Health and Safety Co-ordinator.

The Union does not think it appropriate for these two roles to be combined – ACCORD Health & Safety Reps have an important and independent role to play in protecting members' health, wellbeing and security at work – one which must not be diluted.

Accidents Will Happen

Whilst we jointly strive to prevent rather than react, it is a sad fact of life that accidents do indeed happen. If you are unfortunate enough to be the victim of an accident at work, we're here to help.

ACCORD is experienced in handling personal injury claims. Each year we claim tens of thousands of pounds in compensation for our members where the accident is someone else's fault or where the equipment being used was defective.

It's important to distinguish, however, between blameable and non-blameable accidents.

Compensation can only be claimed where you can fairly and squarely lay the blame with someone else. If you're in doubt, contact Headquarters for further advice, or use the Union's Legal Helpline on 01455 255114.

Criminal Injuries

We're also experienced in handling Criminal Injuries Compensation Claims, where members have been subjected to violence or abuse by members of the public – for example, in a raid situation.

If you're unlucky enough to be such a victim, don't forget you have access to a 24/7, completely confidential counselling service – ring 0800 072 1629.

We've Got It Covered!

As a Member of ACCORD, you're also covered by our Personal Accident Insurance Scheme. This pays out substantial benefits for members who suffer injury as a result of accidents, not necessarily at work. A full schedule of the cover we provide is available by ringing the Helpline on 0870 907 9088.

Watch Your Back!

The poster campaign that accompanies this Fact Sheet aims to draw attention to one of the most common health and safety complaints we receive from members – back pain and repetitive strain injury.

We have discussed and agreed a comprehensive Display Screen Equipment (DSE) Policy which ensures that:

- All workstations used are subject to Risk Assessment
- Measures are taken to remove or reduce any risks identified by the assessment
- Tasks are designed to prevent intensive or prolonged periods of DSE activity
- Sufficient information, instruction, training and supervision are provided to avoid or reduce the risks associated with the use of DSE
- All colleagues using DSE are provided with an eye and eyesight test on request at no cost to them.

If your work station hasn't been assessed, speak to your Manager and/or Health and Safety Co-ordinator.

If you haven't had a workstation assessment for some time and you regularly suffer from musculoskeletal aches and pains, you are entitled to request a review.

Your assessment should also be reviewed if:

- Changes are made to the task, equipment or the environment
- You move work station
- You report any musculoskeletal disorders
- You become pregnant.

If you are having difficulty pursuing a health and safety issue via your Manager and/or Health and Safety Coordinator, enlist the help of your ACCORD Health and Safety Rep. If you don't have one, contact Union Headquarters on 01189 341808

Useful Information

It's impossible in this brief fact sheet to cover any area of health and safety in depth. There's plenty more useful information you can tap into, however. Try the following:

Health & Safety Executive - www.hse.gov.uk

Labour Research Department – www.lrd.org.uk

TUC – www.tuc.org.uk