

# *Usdaw* **Health and Safety**

## ***Model Letter to Inspectors***

As an Usdaw safety rep you are entitled to be consulted at the workplace by health and safety inspectors when they call. Depending on where you work, the inspector will either come from the Health and Safety Executive or from your Local Authority Environmental Health Department.

You can get the address of your enforcing authority from the Health and Safety Law poster that your employer is obliged to display at your workplace.

Inspectors are issued with instructions that they should try to make contact with safety reps when they visit. They also are required by law to give safety reps information on any hazards they discovered on their visit and any action they have asked the employer to take.

To make sure that the inspector knows that you are the safety rep, write to them at the address on the poster. You can use the model letter over the page to help you.

If you work in a large workplace where there are several safety reps, talk to the other reps and your convenor/senior steward to identify a couple of reps to act as the main contact point with the inspector. Make sure that they do pass on any information from discussions they have with the inspector to the other reps.

# Model letter for informing your local enforcement officer

<Your Work Address>

<Your Work Telephone No>

<Date>

<Address of Local Enforcement Authority>

Dear Sir or Madam,

**For the attention of the officer responsible for health and safety enforcement at the above address.**

I have recently been appointed as an Usdaw health and safety representative at the workplace named above.

*<If you only cover part of the workplace or a particular shift, enter the details here>*

I understand that my functions under Regulation 4(1) of the Safety Representative and Safety Committee Regulations 1977 include:

- Representing the employees in consultations at the workplace with inspectors from the enforcing authority
- Receiving information from inspectors in accordance with Section 28(8) of the Health and Safety at Work Act 1974

I am therefore writing to let you know of my appointment. Please contact me when you are making future visits to the workplace.

I look forward to meeting with you and working together to protect the health, safety and welfare of the workers I represent.

Yours sincerely

<Signature>

<Print your name>