## Pre-course activity

#### Aims

To help you to:

* understand your employer’s approach to health and safety
* develop familiarity with written health and safety documentation

#### Task

1. Consider a workplace health or safety problem you have been involved with as a safety rep. Please write a summary of the problems, how you overcame them and the outcome. Wherever possible, identify any areas of good practice.

If you have not yet been active as a health and safety rep, please refer to a workplace health and safety concern that you’ve been aware of and how it was or could have been resolved.

Feel free to extend to additional pages if you wish.

1. If you can, obtain a copy of your employer’s health and safety policy. Consider the policy and how this relates to day-to-day activities at work. Make notes about its strengths and weaknesses. Examples may include whether staff are routinely aware of particular areas covered in the policy, who the competent person is, who to contact for particular problems etc. To what extent is the policy is put into practice? HSE has [simple guidance and a sample policy for organisations](https://www.hse.gov.uk/simple-health-safety/policy/index.htm).

Feel free to extend to additional pages if you wish.