

ROYAL MAIL GROUP PLC – NOTIFICATION OF ACCIDENTS TO SAFETY REPRESENTATIVES, ACCIDENT INVESTIGATION AND THE PROVISION OF ACCIDENT REPORT FORM COPIES

Following discussions between Royal Mail Group, CWU and HSE the following has been agreed.

1. The Safety Representatives and Safety Committees Regulations 1977 (SRSCR) makes clear that employers should provide such facilities and assistance as Trade Union Safety Representatives require when carrying out their functions, for example, when they investigate and examine the cause of accidents in the workplace.

2. Royal Mail Group (RMG) continues to recognise the benefits of involving and working jointly with CWU Health and Safety Representatives, providing facilities and support. RMG will continue to engage with Trades Unions and their Health and Safety Representatives on the development of Action Plans that deliver standards which are beyond compliance, standards that protect the health, safety and wellbeing of the workforce employed by RMG.

3. RMG will continue to provide information, such as prompt notification of accidents and the provision of Accident Report form copies (ERICA or any future replacement system).

Disclosure of this information is in accordance with the SRSC Regulations, the RMG Safety Policy and the National Health and Safety Representation and Consultation Agreements between CWU and RMG businesses and is not prohibited by the Data Protection Act 1998.

4. RMG's firm intention is to continue working in partnership with the CWU and to provide full details of accidents to CWU Area Safety Representatives. Both parties are in agreement that this will provide a vital component in jointly addressing the causes of accidents and finding joint solutions to reduce accident numbers in a sustainable way.

5. The HSE recognises the benefit of an employer / union partnership approach and agrees with the above and further is of the view that employers should "Proactively" involve, consult and inform safety representatives of accidents, dangerous occurrences and near misses in good time.

6. The RMG Safety Policy makes it clear that it is the intention of the business to disclose this information to Safety Representatives.

7. Employees completing an accident report (Erica or any future replacement system) will be informed that a copy will be provided to the Area Safety Representative in line with Regulations 4(1)(a) and 7.2 (c) of the SRSCR 1977.

8. Managers will promptly notify Area Safety Representatives of all accidents and serious incidents and provide an accurate, complete and legible copy of all Accident Report forms as soon as possible.

9. Area Safety Representatives may request, in writing, back-copies of accident report forms completed prior to this agreement and local managers will assist in this provision of copies on request in line with Regulations 4(1)(a) and 7.2 (c) of the SRSCR 1977.

10. When local managers, Regional Managers or the Safety Advisers investigate accidents, serious incidents or near misses the CWU Area Safety Representatives will continue to be proactively involved and consulted in the investigation process.

Prompt notification of accidents will be made and completed reports (ERICA or any future replacement system) will be copied to the Area Safety Representative. In cases where administrative issues of confidentiality are identified, provision of the report may be subject to a minor delay but notification of the accident to the CWU Area Safety Representatives will be made at the earliest opportunity.

11. Any Investigation, or post incident Safety Inspection report, completed by the Area Safety Representative following accidents, serious incidents, near misses etc. will be submitted to the senior local operational manager and appropriate Safety Team for prompt attention.

SIGNED



Shaun Davis
Royal Mail Group
Director of Safety, Health, Wellbeing
& Environment

SIGNED



Dave Joyce
Communication Workers Union
National Health, Safety & Environment Officer

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