

IT'S YOUR TIME LET'S GET IT BACK



CAMPAIGN CHECKLIST **STAGE 1**

Branches are advised to seek initial advice from their regional/devolved nation office and the national health and safety (H&S) official before starting a local workload campaign.

1. BUILD A WORKLOAD TEAM

Identify potential departments for the campaign (based upon workplace mapping, existing survey data, log of issues raised with the branch and other relevant information).

Identify at least one potential workload rep for each department. UCU *local contacts* may be a good point of contact and a source of information about local workload issues.

Agree the composition of the workload team and appoint workload reps. This should include one or more senior branch officers and experienced H&S reps along with the workload reps. Where possible existing branch officers and reps should 'double up' as H&S reps.

Book a bespoke half-day workload rep training event with your UCU regional office and the national H&S official. The training event covers key tasks and how to conduct a workload inspection.

At the training event, discuss and agree an action plan with branch officers and UCU officials which covers the following tasks:

- **Formal notification/renotification** of all H&S reps (and newly appointed workload reps) to the employer
- **Identification of target areas** for initial workload inspections





- **Scheduling** the first round of inspections
- **Formal notification** of the inspections to the employer

2. GATHER EVIDENCE AND BUILD SUPPORT

- **Decide how reps will go around the workplace**, who they will see and how to talk to staff - eg small departmental meetings, individual meetings or both.
- **Design questions and/or themes** for face to face discussion with staff. Use available resources (workload surveys, workload calculators, HSE toolkit). This may support planned surveys, build on previous data collection or issues raised with the branch.
- **Set up a local workload or HSE stress survey** - if appropriate - prior to conducting the inspections.
- **Conduct workplace workload inspections** as planned with support from experienced H&S reps and officials.
- **Don't forget** to take UCU recruitment and national workload campaign materials with you.
- **Produce a written workload inspection report** for branch committee.

3. REVIEW PROGRESS AND CAMPAIGN PLANNING

- **Workload team and branch committee review** and analyse the workload/stress surveys and inspection reports.
- **Ensure that issues are identified** which are widely felt by staff and that claims are developed which are winnable.
- **Develop appropriate campaign techniques** - mapping, campaign messages, one to one contact with staff, phone trees, email/internet/social media, printed materials, press releases, media work, meetings.
- **Decide key messages**, time-scales, available resources, ways to involve members at all stages and opportunities to recruit non-members and identify additional active members to support the campaign.
- **Start campaign** in the target areas and build support.