

Have you been elected as an occupational Health and Safety representative?

Great! You have been given a role that means you now represent your coworkers in everything that has to do with their health and safety at work.

What to do next?

Here is a list of your first actions:

MAKE SURE that your employer knows about your election.

MAKE SURE, that your employer reports your election to the Occupational Safety Personnel Register at the Center for Occupational Safety <https://ttk.fi/en/ohs-cooperation/roles-and-tasks/occupational-safety-personnel-register/>

This is a statutory obligation and also gives you access to the data the Center for Occupational Safety shares. (f.ex. Telma magazine)

REGISTER YOUR ELECTION YOURSELF to PAM at tsvilmoitus.pam.fi

This must be done every time you are elected, even if it is a re-election. This ensures you receive mail and can access the OSH themes at PAM.

INFORM your work community of your election.

You can find a poster to put on your notice board at work here.

pam.fi/tyosuojeluvaltuutetun-valinta.

It is important, that everyone at the workplace knows who their representative is.

GET TO KNOW the provisions on Occupational safety and Health Cooperation of your own Collective Agreement. You can find list of PAMs collective agreements here.

pam.fi/tyoehtosopimukset

Obs! The provisions may be found either in the normal sections or in a separate annex (f. ex the hotel, restaurant and leisure industry)

MAKE AN APPOINTMENT with the OSH manager at your workplace as soon as you are elected (if the employer is unsure of who is the OSH (or labour protection) manager, he/she usually holds the role him/herself). The following issues should be discussed with the manager, if they have not already been negotiated before the elections.

It is best to have a written agreement on the following:

- How many job release hours are you entitled to, to be used for OSH obligations. (the collective agreement includes a table based on the number of workers you represent) and when will the number be revised.
- What tools and workspaces are needed to enable your work (phone, email, laptop, workstation Aso)
- How are the job release hours remunerated and what is the amount of the compensation you are entitled to.
- How much time are you entitled to for training. (this you will find in the training agreement of the collective agreement) It's a good idea to have already checked when the next PAM basic courses for OSH reps will be starting and suggest enrolling on this. You can find the courses here <https://www.pam.fi/en/membership/member-benefits/trainings/>. You can also find an induction to go through before the basic course.

TRAINING at PAMs courses will give you a lot of information and you will learn how to go about making your workplace safer. Welcome to our courses!

Here are some helpful links to OSH information:

PAM pam.fi/en/at-the-workplace/occupational-safety-and-health-representative/ **Regional state administrates (AVI)** avi.fi/en/regional-state-administrative-agencies **Center for Occupational safety TTK** ttk.fi/en/ **Finnish Institute of Occupational health** ttl.fi/en

