

# 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 of office and the national health and safety (H&S) office before starting a local workload campaign.

### 1. BUILD A WORKLOAD TEAM

- 1.1 Identify a local workload representative (WLR) to lead the campaign. The WLR should be a member of the branch who is well respected and has good communication skills. They should be able to represent the branch and have good communication skills. They should be able to represent the branch and have good communication skills.
- 1.2 Identify a local workload representative (WLR) to lead the campaign. The WLR should be a member of the branch who is well respected and has good communication skills. They should be able to represent the branch and have good communication skills.
- 1.3 Identify a local workload representative (WLR) to lead the campaign. The WLR should be a member of the branch who is well respected and has good communication skills. They should be able to represent the branch and have good communication skills.
- 1.4 Identify a local workload representative (WLR) to lead the campaign. The WLR should be a member of the branch who is well respected and has good communication skills. They should be able to represent the branch and have good communication skills.
- 1.5 Identify a local workload representative (WLR) to lead the campaign. The WLR should be a member of the branch who is well respected and has good communication skills. They should be able to represent the branch and have good communication skills.
- 1.6 Identify a local workload representative (WLR) to lead the campaign. The WLR should be a member of the branch who is well respected and has good communication skills. They should be able to represent the branch and have good communication skills.
- 1.7 Identify a local workload representative (WLR) to lead the campaign. The WLR should be a member of the branch who is well respected and has good communication skills. They should be able to represent the branch and have good communication skills.
- 1.8 Identify a local workload representative (WLR) to lead the campaign. The WLR should be a member of the branch who is well respected and has good communication skills. They should be able to represent the branch and have good communication skills.
- 1.9 Identify a local workload representative (WLR) to lead the campaign. The WLR should be a member of the branch who is well respected and has good communication skills. They should be able to represent the branch and have good communication skills.
- 1.10 Identify a local workload representative (WLR) to lead the campaign. The WLR should be a member of the branch who is well respected and has good communication skills. They should be able to represent the branch and have good communication skills.



Visit <https://www.ucu.org.uk/training> for **workload reps 1 training** and other resources.



**2. GATHER EVIDENCE AND BUILD SUPPORT**

- **Decide how reps will go around the workplace**
- **Design questions and/or themes**
- **Set up a local workload or HSE stress survey**
- **Conduct workload inspections**
- **Conduct workload investigations**
- **Don't forget**
- **Produce a written workload inspection (or investigation) report**

**3. REVIEW PROGRESS AND CAMPAIGN PLANNING**

- **Workload team and branch committee review**
- **Ensure that issues are identified**
- **Organise around the issues identified**
- **Develop appropriate campaign techniques**
- **Decide key messages**
- **Start campaign**