

# Min egen **tillitsvalgthåndbok**



Et rettferdig arbeidsliv



## **Congratulations on your position as shop steward!**

We hope this handbook will be able to help you in your important role as a shop steward in SAFE.

We encourage you to create a folder that you can use to take care of what is important to you. If you collect this in one place, you have a good reference work.

In addition, there will be a lot of help to be found on the internet, including SAFE Faktabank, My page, [www.safe.no](http://www.safe.no)

Good luck with the job!

# Your own personal handbook

- The shop steward handbook should be a simple tool with advice and tips for you who are a shop steward.
- The handbook does not aim to cover all topics and topics that you will eventually need to have knowledge of, but we will cover the most important areas.
- It is equally important that we refer to other useful reference works you should have available.
- And that we say something about where you can turn for help and support.

**Be SAFE - Be HAPPY**

## The shop steward role

To be a shop steward:

- The shop stewards are the backbone of the club and the association. Without skilled shop stewards will the whole association collapses.
- As a shop steward, you are the members' spokesperson. You have been chosen with confidence to look after their interests in the best possible way. Take good care of that trust!

As a shop steward, you will find that the more you know about the topics you are going to deal with, the more interesting and fun it will be to represent your colleagues in different contexts.

- It is developing to be a shop steward.
- As a shop steward, you have both power and responsibility by virtue of your position.
- Use it wisely and seek knowledge. You will enjoy and benefit from it!

## Shop steward

As a shop steward, you can:

- Contribute to solutions in difficult situations in the workplace.
- Have greater influence and influence in your workplace and in working life.
- Influence the working environment.
- Develop your company in a more democratic direction.
- Assist members in situations where they might otherwise be left without support.
- Be a trade union policy spokesperson for the members.

## What regulates your role as a shop steward?

- It is first and foremost Chapter 5 of the Main Agreement: Provisions on shop stewards and the company's representatives, which regulates your role as shop steward.
- The main agreement is an agreement between the parties in working life that regulates how the relationship should be between the company and you, as well as how to proceed in the event of disagreements.
- The main agreement, but also the Working Environment Act, regulates which rights and duties you have as a shop steward.
- The main agreement also regulates the framework around being a shop steward.
- According to the Main Agreement, you are an approved spokesperson for your members.
- According to the Main Agreement, as a shop steward you have the right, but also the duty, to take care of and settle amicably complaints that the individual employee has against the company, or that the company has against the employees.

## **Locally, it is the articles of association that regulate how the club is run and organized**

- The articles of association of the club are adopted by the annual meeting which is the club's highest body and is held every year.
- All shop stewards in the club are invited here.
- In addition, the annual meeting chooses who will hold the more central roles in the club, as well as deal with incoming cases, finances and action programs.
- Annual meetings and shop stewards' conferences are also important meeting places where all shop stewards can meet and exchange experiences.

## What should you have lying around easily accessible / in your folder?

- The shop steward handbook
- Latest edition of the collective agreement
- Latest edition of the Main Agreement
- Information brochures
- Local agreements
- Protocols
- Notes from cases / logbook
- Remember to update the "folder" once a year, and shred what is no longer needed. Top up with updates if needed.

## Where can you find other useful information?

### [www.safe.no](http://www.safe.no)

Here you will find general information from SAFE central. You also log in to "My page" where you have access to a large fact bank about working life. In addition, you will find an electronic registration form. There you will also find links to other SAFE clubs and an overview of the SAFE School, SAFE Benefits.

### [www.ys.no](http://www.ys.no)

Here you will find general information from our main organization YS.  
Here you will find, for example, information about working life in general.  
Here you download the YS app.



### [www.lovdatab.no](http://www.lovdatab.no)

Here you will find an overview of, for example, the Working Environment Act.

**[www.ptil.no](http://www.ptil.no)**

This is the website of the Petroleum Safety Authority Norway. Here you will find an overview of regulations and regulations that apply to offshore activities.

**[www.arbeidstilsynet.no](http://www.arbeidstilsynet.no)**

The website of Arbeidstilsynet is also a good place to retrieve information about working life.

- Your local club also has a website with useful information.
- Some clubs also now have closed groups on FB or on, for example, Google Disk.

# Tips on what you can do in the workplace

- Make sure there is an information board from the club at the workplace. Make sure that this is neat, up to date and that info from the club is hung up. Fill in the registration form and info brochures.
- Hold an informal meeting with those you are elected to on each trip. Here they can ask questions and you can inform. If you do not have the answer there and then, you obtain this from, for example, the club leader. Feel free to invite new potential members.
- Get in touch with new people who come on board and introduce yourself as a shop steward.
- Make contact with shop stewards in other companies.

## Here you can enter which courses you have participated in

Date: \_\_\_\_\_ SAFE School

Date: \_\_\_\_\_ SAFE School

Date: \_\_\_\_\_ SAFE school

4. Date: \_\_\_\_\_ Other: \_\_\_\_\_

5. Date: \_\_\_\_\_ Other: \_\_\_\_\_

6. Date: \_\_\_\_\_ Other: \_\_\_\_\_

7. Date: \_\_\_\_\_ Other: \_\_\_\_\_

[safe.no/for-medlemmer/kurs/](https://safe.no/for-medlemmer/kurs/)



## SAFE central



You can sign up for SAFE  
by scanning the **QR code** here  
or via our website **[www.safe.no](http://www.safe.no)**

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[@safesentralt](#) @ [safe.fagforbund](#)





Photo: Ole Gunnar Rasmussen

# Owner of this **shop steward handbook**

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