

## **Information Circular IC/HR/208**

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### **Consultative Committee on Health, Safety and Ergonomics (CCHSE)**

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#### **Call for applications for the replacement of the elected members of the CCHSE**

1. The Sector for Administration and Management (ADM) invites interested staff members to submit their applications to stand in the next Consultative Committee on Health, Safety and Ergonomics (CCHSE) election.
2. The CCHSE is responsible for making recommendations to the Director-General regarding measures for improving health, safety, security, ergonomics and environmental management in the workplace. According to the CCHSE Statutes, the mandate of the Committee is limited to the Fontenoy and Miollis/Bonvin sites.
3. To that end, the CCHSE is consulted on:
  - (a) the occupational hazards to which staff members and other persons on or passing through Headquarters premises are exposed, taking into account staff members with disabilities;
  - (b) safer working methods and processes; choice and adaptation of the material, equipment and tools required for the work carried out; and the layout of workstations;
  - (c) training and information programmes and measures which contribute to the prevention of occupational hazards and improvement of ergonomics.

#### **Work plan 2022-2023**

4. The new elected members of the Committee will be responsible for revitalizing the functioning of the Committee, in particular by updating its Statutes in order to take into account the latest developments proposed by the United Nations, as part of the inter-agency forum on occupational safety and health.
5. Occupational safety and health are very important factors in our working lives. The administration is counting on the active and positive collaboration of this Committee in order to make recommendations aimed at protecting and promoting the occupational safety and health of all employees, seeking to offer them a safe and healthy work environment where employees are protected from hazards and risks, work-related injuries and diseases

## **Composition**

6. The CCHSE is composed of a Chairperson appointed by the Director-General, four ex-officio members (the Chief Medical Officer of the Organization, the officer in charge of security and safety at Headquarters, the officer in charge of staff training, the officer in charge of buildings management), a representative of the Greening UNESCO Voluntary Group, two members appointed by the Director-General, and six elected members.
7. An observer from each staff association may attend, without the right to vote, the meetings of the CCHSE and take the floor with the permission of the Chairperson.

## **Call for applications and submission of candidatures for the replacement of elected members**

8. In accordance with the statutes of the CCHSE, elections will be held shortly to replace the six elected members currently in office, namely, three staff members in the Professional category and three staff members in the General Service category.
9. Staff members interested in standing in the next election are invited to apply now. To do this, please complete the form found in Annex 1 and send it to ADM/EO, office G-091, before 22 August 2022. Please ensure that the completed form is accompanied by a résumé or a brief curriculum vitae and a passport-sized photograph.

## **Right to vote and eligibility for election to the CCHSE**

10. All staff members governed by the Staff Regulations and Staff Rules and holding a post at UNESCO Headquarters have the right to vote in and to stand for election to the CCHSE.

For the Director-General:

Nicholas Jeffreys  
Assistant Director-General  
for Administration and Management

**ANNEX 1**

**CONSULTATIVE COMMITTEE ON HEALTH, SAFETY AND ERGONOMICS**

**APPLICATION FORM**

*(Please return to ADM/EO – [adm@unesco.org](mailto:adm@unesco.org) - before 22 August 2022)*

**STAFF MEMBER**

ID No.:

M./Mr:

Sector:

Grade:

Telephone:

Email:

Photograph:

Information on qualifications, experience and motivation: