



Module 2 – RLS Role, Rights, Consultation And Documentation

RLS Refresher Training – Companies with more than 50 workers

Module duration: 55 minutes • 17 screens / learning units • Complete the module in sequence.

Learning objectives

- What you will update
- What the RLS should observe
- How to turn information into prevention action

Start the module and complete every screen in sequence.



Module 2: RLS role, rights, consultation and documentation

Module opening

Key points

- What you will update
- What the RLS should observe
- How to turn information into prevention action

Activity

Select “Start module” after reading the objectives.

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Consultation is a process, not a signature

Content + voice-over

Key points

- Prior and timely involvement
- Enough information to understand the issue
- Real opportunity to express views
- Traceable outcome

Activity

Quick reflection: Which part of this topic is most relevant to your workplace? Select one point and continue.



Access to workplaces

Content + voice-over

Key points

- Observe actual work
- Respect company procedures
- Focus on safety conditions
- Record facts objectively

Activity

Quick reflection: Which part of this topic is most relevant to your workplace? Select one point and continue.



Apply it: Notification is not consultation

Interactive micro-scenario

Key points

- Management sends the RLS a completed procedure five minutes before publication and asks for comments. Which concern is strongest?

Activity

- A. Consultation may not be effective because the decision is already closed
- B. The procedure uses a PDF
- C. The RLS should rewrite the entire procedure



Information and documentation

Content + voice-over

Key points

- Risk assessment information
- Prevention measures
- Substances and mixtures
- Machinery and work organisation
- Accident and occupational disease information

Activity

Quick reflection: Which part of this topic is most relevant to your workplace? Select one point and continue.



Consultation on appointments and training organisation

Content + voice-over

Key points

- RSPP and prevention staff
- Fire prevention and first aid staff
- Evacuation roles
- Competent physician
- Organisation of safety training

Activity

Quick reflection: Which part of this topic is most relevant to your workplace? Select one point and continue.



Apply it: Workplace access

Interactive micro-scenario

Key points

- The RLS is allowed to visit only the main office, while workers report recurring hazards in a loading bay. What is the best next step?

Activity

- A. Document the issue and seek appropriate access to observe the actual work area
- B. Assume the reports are wrong
- C. Enter restricted areas without respecting safety procedures



The periodic meeting

Content + voice-over

Key points

- Risk assessment and prevention measures
- Accident and health data
- PPE selection criteria
- Training programmes
- Improvement actions

Activity

Quick reflection: Which part of this topic is most relevant to your workplace? Select one point and continue.



Formulating observations and proposals

Content + voice-over

Key points

- Describe the hazard
- Identify who is exposed
- Refer to evidence
- Suggest feasible controls
- Ask for feedback

Activity

Quick reflection: Which part of this topic is most relevant to your workplace? Select one point and continue.



Apply it: Periodic meeting follow-up

Interactive micro-scenario

Key points

- Three corrective actions from the previous periodic meeting remain open without deadlines. What should the RLS do?

Activity

- A. Remove them from the agenda
- B. Ask for status, responsibilities and completion dates
- C. Wait until the next annual meeting without comment



Confidentiality, privacy and professional conduct

Content + voice-over

Key points

- Use information for the representative function
- Protect personal and health data
- Avoid unnecessary disclosure
- Maintain factual communication

Activity

Quick reflection: Which part of this topic is most relevant to your workplace? Select one point and continue.



Escalation when a risk remains unresolved

Content + voice-over

Key points

- Document the issue
- Raise it through the prevention system
- Use the periodic meeting or formal communication
- Escalate appropriately when necessary

Activity

Quick reflection: Which part of this topic is most relevant to your workplace? Select one point and continue.



Apply it: Confidential information

Interactive micro-scenario

Key points

- The RLS receives information containing personal health data. How should it be handled?

Activity

- A. Share it in a group chat
- B. Treat personal medical information confidentially and focus on prevention information that can legitimately be used
- C. Publish it to prove the risk exists



Case study – Loading bay consultation

Case study

Key points

- Warehouse workers report that forklifts reverse through a pedestrian crossing during peak deliveries. Management plans to repaint the floor and has already selected the design. The RLS is invited to a meeting the day before work begins. Previous meeting minutes also contain two open actions about lighting and vehicle speed.

The RLS should distinguish simple notification from meaningful consultation. Useful evidence may include traffic routes, near-miss reports, shift patterns, observations of actual work and the status of previous actions. The aim is to make the consultation concrete, documented and focused on prevention rather than personal blame.

Activity

Complete these three prompts:

- What information should be requested before the meeting?
- Which open actions should be carried forward?
- What would make the consultation “prior and timely” in practice?



Workplace application

Workplace application

Key points

- Scenario: workers report that a new packaging line is causing repeated hand jams and pressure to bypass a guard to maintain output. Write a five-part RLS observation: (1) factual description; (2) exposed workers; (3) evidence to request; (4) immediate and longer-term controls to evaluate; (5) proposed follow-up date.

Activity

Write one short observation (maximum 300 characters): What would you check or ask about after this module?



Key takeaways

Interactive recap

Key points

- Prior and timely involvement
- Observe actual work
- Risk assessment information
- RSPP and prevention staff
- Risk assessment and prevention measures

Activity

Select each card to reveal a one-line reminder, then continue.

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Module knowledge check

Knowledge check

Key points

- 5 multiple-choice questions
- 3 options per question
- Immediate learning feedback

Activity

Answer the following five questions. You will receive learning feedback after each answer.



Module 2 – RLS Role, Rights, Consultation And Documentation: Knowledge Check

Question 1

Effective consultation should normally occur:

- A. After the final decision
- B. Before the decision is closed and with enough information to comment
- C. Only after an accident

Choose the best answer before continuing.



Module 2 – RLS Role, Rights, Consultation And Documentation: Knowledge Check

Question 2

When visiting a workplace, the RLS should primarily:

- A. Issue disciplinary sanctions
- B. Replace the supervisor
- C. Observe safety conditions and record facts

Choose the best answer before continuing.



Module 2 – RLS Role, Rights, Consultation And Documentation: Knowledge Check

Question 3

A good document request should:

- A. Be connected to a preventive purpose
- B. Ask for every company document without reason
- C. Avoid mentioning the risk

Choose the best answer before continuing.



Module 2 – RLS Role, Rights, Consultation And Documentation: Knowledge Check

Question 4

In the periodic meeting, the RLS should:

- A. Attend without reviewing prior issues
- B. Prepare evidence and follow up actions
- C. Discuss only payroll

Choose the best answer before continuing.



Module 2 – RLS Role, Rights, Consultation And Documentation: Knowledge Check

Question 5

Sensitive health information should be:

- A. Shared widely
- B. Published in meeting minutes with full medical details
- C. Handled with confidentiality

Choose the best answer before continuing.