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| --- | --- |
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To whom it may concern,

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby formally resign from my position as the Health and

(full name)

Safety Representative for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Area/School elected to represent)

effective \_\_\_/\_\_\_/20\_\_\_\_.

The reason for my resignation is

€ No longer a worker of ‘School/Area’ for which I was elected

€ Resigned from the University

€ Other (please specify) –

Signature of HSR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

------------------------------Handover checklist------------------------------

* Email this form to [healthandsafety@curtin.edu.au](mailto:healthandsafety@curtin.edu.au) , attention HSR Co-ordinator

€ Handover of position to your manager or new HSR

* Clear contact details from any internal documentation eg posters, intranet

€ Incident Investigations/Workplace Inspections – complete or handover any outstanding items

€ Subcommittee/UHSC Representative – complete or handover any outstanding items