

## Purpose

This guidance note applies to all Managers of Health and Safety Representatives (HSRs) in workplaces controlled by Curtin University.

## Definitions

*Eligible worker:* Any worker from the workplace to which the election relates. This includes but is not limited to casual employees, part time employees, sessional employees and full time employees.

*Elected Health and Safety Representatives:* employees elected by co-workers to represent them in consultation about safety and health matters with the Curtin University.

## When do vacancies occur?

Vacancies generally occur when the elected Health and Safety Representative's (HSR);

- Term comes to an end
- Resigns from their work area and leaves the University
- Is seconded to another work area in the University
- Goes on parental leave
- Goes on long service or other leave for at least 3 consecutive months
- Is disqualified from being a HSR by the Commissioner of WorkSafe WA.

Another instance of where a vacancy can occur is when a work area identifies that another HSR position is required, perhaps due to a change in the work environment or scope of work undertaken.

## Resignation process

In order to resign from being a HSR for the area, the HSR [resignation form](#) should be completed (including your managers signature) and emailed to [healthandsafety@curtin.edu.au](mailto:healthandsafety@curtin.edu.au) for processing.

The resignation process can be kick started if the HSR is,

- leaving the University
- on secondment to another area
- intending to book extended leave of any type in excess of 3 months duration.

## Call for Nominations process

When a vacancy occurs or it has been identified that another HSR position is required, the work area must seek nominees for the position by calling for nominations.

To begin this process, the manager of the work area must contact the [HSR Coordinator](#) and confirm the vacancy. The HSR Coordinator will email the manager the information and documentation required to ensure that the nomination process is valid and complies with [legislative requirements](#).

The nomination process is open to [all eligible workers](#). This means the Call for Nominations email has to be sent to all workers in the area for the process to be valid.

## Elections

If only one eligible worker has nominated for the vacancy, then there is no requirement for an election to be held. The worker is considered to be elected as the HSR for the area, unopposed. If however, there are more nominees than vacant HSR positions, an election has to be conducted. In this instance the [HSR Coordinator](#) will set up the election to ensure compliance with [legislative requirements](#).

It is essential that all workers who will be represented by a HSR are entitled to vote in the election

Should the voting process result in an equal number of votes for each candidate the work area has the choice of consulting with the workers and repeating the nomination and election process or placing all nominees into a “virtual hat” and electing the HSR in this manner.

## Further Information

For further information, contact Health and Safety;

**Phone** – 9266 4900

**Email** – [healthandsafety@curtin.edu.au](mailto:healthandsafety@curtin.edu.au)

**Web** – [healthandsafety.curtin.edu.au](http://healthandsafety.curtin.edu.au)

[http://healthandsafety.curtin.edu.au/safety\\_and\\_health\\_reps/representatives.cfm](http://healthandsafety.curtin.edu.au/safety_and_health_reps/representatives.cfm)