

Health and Safety Representatives (HSR) - Nomination and Election Process

1. Establishment of Work Groups

Workgroups and number of HSR's for each area will be established in consultation with the relevant areas College/ Portfolio Health and Safety Committee.

Once agreed, workgroups can be reviewed and altered upon request from workers or by the College/ Portfolio Health & Safety Committee.

2. Online Election tool

The University will use an approved online tool to manage HSR nomination and election process.

3. Nomination poll process

- The Associate Director, WHS Unit (or nominee) will act as the Returning Officer.
- The Returning Officer will determine a list of eligible members for the relevant workgroups.
- The Returning Officer is to notify management / health and safety committee prior to the nomination poll.
- The Returning Officer is to follow the online nomination poll process.
- Notification to workgroup of the nomination poll, duration and how to vote will be via the online election tool.
- Nominations are submitted via the online form / link provided.
- To be eligible for the role nominees:
 - need to be a paid University employee.
 - need to work at least 0.5FTE to be available to support the workgroup.
 - need to be part of the workgroup.
 - not disqualified under Section 65 of the Work Health and Safety Act.

4. Nomination results process

- Where no nomination is received the position will remain vacant until a worker nominates.
- If the position remains vacant for more than six (6) months a new nomination poll will be run, unless an eligible member of the workgroup requests a nomination poll / election.
- Where the number of nominations equals the number of vacancies, the nominee(s) are taken to be elected to the workgroup.
- The WHS Unit will advise the workgroup and management of the nomination poll outcome even if there are no nominations.

- Where more nominations than vacancies are received, an election process is required.

5. Election process

- Notification to workgroup of the online election process will occur.
- All eligible members in the workgroup will be given the opportunity to vote in the election.
- The candidate with the most votes will be considered successful.
- In some situations, a deputy HSR may be appointed. This will be at the discretion of the Returning Officer and determined by ranking of votes received.
- When the election has concluded, the Returning Officer will check and confirm the results.

6. Election results process

- The Returning Officer is to advise the successful candidate(s), workgroup and management of the outcome of a nomination poll / election.
- The Returning Officer will register the successful candidate via SafeWork SA/ NT HSR portal.
- The successful candidate will be informed of the process to access the HSR training as prescribed under the WHS Act.
- The elected HSR's term of office is for 3 years.
- A list of elected HSRs will be maintained on the Work Health and Safety web site.