

INTER-OFFICE MEMORANDUM

File Code : WHS 04

To : All Staff

From : Director Corporate Services

Date : 22 March 2023

Subject : Call for Health and Safety Representative Nominations

We are now calling for interested employees to nominate to become a Health and Safety Representative (HSR) for the following service areas:

- Shire's Administration Building.....1
- Operations Centre (Depot).....1
- Library Services (Boya).....1
- Library Services (Mundaring).....1
- Community Services1
- Community Safety & Emergency1

The role of a HSR is to represent their fellow employees on Health and Safety issues that concern them and liaise with senior management. They also play an important role in the promotion of a good safety culture and ensuring the work environment is free from hazards by conducting workplace inspections.

Criteria for being a Safety and Health Representative

To become a HSR for the department the following criteria must be met. The nominated person must be:

- Available and willing to act as a representative for a term of three years.
- Available and willing to inspect their work area at least once every three (3) months.
- Dedicated to participating and consulting in the Health and Safety Committee.
- Available and willing to participate on required and relevant training.
- Committed to helping fellow employees to report all identified hazards and incidents using the department's formal procedures and forms.
- Must possess good relations with fellow workers and be willing to liaise with them regarding health and safety matters.
- A worker located within the service area they are representing.

Support provided to the elected Health and Safety Representative

The person elected for this position will receive full support from senior management and their line manager to fulfil the responsibilities as identified in the *Work Health and Safety Act 2020* and will be entitled to:

- paid work time to attend a five day HSR introductory training course;
- paid work time to carry out regular workplace inspections of the work area at least once every three (3) months;
- paid work time to attend Health and Safety Committee meetings which are held every two (2) months on the third Tuesday of the month;
- paid work time to be present at an interview about the safety of a worker, the Shire or an investigator; and
- receive a paid allowance of \$10 per week (this is at the discretion of the CEO and may be varied).

How do I nominate to be a Health and Safety Representative?

If you would like to nominate, please complete the attached nomination form and return it to:

Contact: Amanda Gradisen, WHS Advisor – Ext. 729

Email: AmandaGradisen@mundaring.wa.gov.au

Nominations must be submitted by close of business **Thursday, 6 April 2023**

Please note: You must be located within the service area you are looking to represent in order to be eligible to nominate.

What is the selection process?

If more than the required number of nominations is received, a secret ballot will be carried out and all workers within the service area will have the opportunity to vote for the person they would like to represent them on health and safety matters in the workplace.

If only the required number of nominations is received, the workers nominated will be considered duly elected and an election does not need to be held.

Further information

Should you have any enquiries or require further information about the HSR role, please feel free to contact Amanda Gradisen directly on 9290 6729.

Garry Bird

DIRECTOR CORPORATE SERVICES

SHIRE OF MUNDARING
HEALTH & SAFETY REPRESENTATIVE ELECTIONS
NOMINATION FORM

In order to qualify for nomination as a Health and Safety Representative under the *Work Health and Safety Act 2020*, you will need to be a current employee of the Shire. There is a reasonable expectation that the successful nominee will complete the three year term and be available during most business hours to fulfil your Health and Safety Representative functions.

If you would like to nominate yourself, or a work colleague, to become a Health and Safety Representative please complete the details below.

Nominee's details:

Name:			
Title:			
Email:			
Phone:			
*Signature:		Date:	

To be considered for the position of Health and Safety Representative for:

Service Area:	
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Please return the completed nomination form to:

Contact: Amanda Gradisen, WHS Advisor
Email: AmandaGradisen@mundaring.wa.gov.au
Phone: 9290 6729

by close of business **Thursday, 6 April 2023**

Note: Any person being nominated by another employee must *sign that they accept the nomination.