



Health and Safety Representative Election Guidelines

The Health and safety representative guidelines have been developed to support the [Health & Safety: Consultation representation and committee requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4694854/health-and-safety-consultation-representation-and-committee-requirements.pdf)

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This document provides guidance for Designated Work Groups (DWGs) to nominate and elect a Health and Safety Representative (HSR). DWGs are not required to follow this guidance. Members of the DWG may agree to determine any election procedure to nominate and elect a health and safety representative. Any member of a DWG may request advice on the conduct of an election from the Associate Director, Health & Safety, or delegate, WorkSafe or other representative.

# Agree on an election and nomination procedure

## Actions

Appoint a returning officer for the election from inside or outside the DWG. Suggested returning officers are the chair of the local health and safety committee or a member of the local health and safety committee. The returning officer shall be responsible for the fair and accountable conduct of the nomination and election process. It is suggested that persons intending to nominate for election should not accept returning officer duties.

The returning officer sends a proposal for an election procedure to all members of the DWG, to allow opportunity for all staff to comment or object if necessary.

If there are no objections to the procedure, the returning officer will call for nominations.

## Timelines

The suggested consultation period is two weeks.

# Call for nominations

## Actions

The returning officer compiles an electoral roll for the election, which needs to include all University of Melbourne staff members who are members of the DWG.

The returning officer distributes a call for nominations to the electoral roll. The call for nominations should clearly specify the process and the closing date and time for nominations. Candidates are offered the opportunity to submit an electoral statement together with their nomination.

A suggested call for nominations form is available in *Appendix 1: Call for Nominations Form*

A suggested nomination form is available in *Appendix 2: Nomination Form*. This form requires a nominator and a seconder from within the DWG. It also requires the nominated member to agree to the nomination.

All members of the electoral roll, including incumbent or past HSRs, are eligible to nominate for election.

## Timeline

Suggested deadline for receipt of nominations is one week.

# Determine call for nominations outcome

## Actions

For DWGs with one vacant HSR or deputy HSR position:

* If there are no nominations received, the returning officer consults the DWG to decide whether to make one or more further calls for nominations.
* If there is one nomination received, the nominee is declared elected as the health and safety representative of the DWG for a period of three years.
* If there is more than one nomination received, hold an election.

For DWGs with more than one vacant HSR or deputy HSR position:

* If there are fewer nominations received than there are vacancies, the returning officer consults the DWG to decide whether to make one or more further calls for nominations.
* If there the number of nominations received, and the number of vacancies is the same, the nominees are declared elected as HSRs of the DWG for a period of three years.
* If there are more nominations received than there are vacancies, hold an election.

# Hold an election

## Actions for an election with electronic voting

Electronic voting can be undertaking by the returning officer creating a survey. Surveys can be created online using Survey Monkey or similar software. Detailed instructions can be found on Survey Monday regarding [Using a Survey for an Election or Poll](http://help.surveymonkey.com/articles/en_US/kb/Can-I-create-a-poll-or-voting-environment?bc=Creating_Surveys).

Note: The returning officer will need to obtain the email address for each of the member of the DWG so that the survey can be distributed only to those entitled to vote in the election.

Candidate electoral statements, if any, are distributed via email or made available through another means, such as publication online. Candidates may withdraw from the election at any time. Any candidate wishing to withdraw from the election must do so in writing to the returning officer.

## Actions for an election with hard copy ballot papers

The returning officer distributes ballot papers by physical post to all members of the DWG.

Candidate electoral statements, if any, are distributed with the ballot papers or made available through another means, such as publication online. Candidates may withdraw from the election at any time. Any candidate wishing to withdraw from the election must do so in writing to the returning officer.

For an auditable secret ballot, the postal distribution to voters should contain:

* a ballot paper which includes voting instructions;
* an envelope labelled **Voting Paper**; and
* a second (preferably larger) envelope addressed to the returning officer. On the back of this envelope should be a sticker or printed box requiring the **voter’s name and signature**.

A suggested ballot paper with voter instructions are available in *Appendix 3: Ballot Paper*. This ballot paper incorporates a simple majority voting system.

A suggested sticker template to create **Voting Paper** labels and **voter’s name and signature** labels is available in *Appendix 4: Voting paper signature and signature labels*.

Voters place their ballot papers inside the Voting Paper envelope, and then place the Voting Paper envelope inside the envelope addressed to the returning officer, then name and sign the outside envelope. Voters return completed ballot papers to the returning officer by the due date.

The returning officer receives and securely retains completed ballot paper returns unopened until the voting deadline has passed.

## Timeline

Suggested deadline for receipt of ballot papers is one to two weeks. This considers any potential postal delays in setting this deadline.

# Determine the election outcome

## Actions

The returning officer asks candidates if they wish to nominate one scrutineer each. Scrutineers should not be candidates in the election.

The returning officer, in the presence of any scrutineers, counts the votes thus:

* examines the voter name and signature on the back of the outer envelopes and verifies that the vote has been cast by a valid elector who has voted only once;
* opens the outer envelopes and discards them;
* opens the inner envelopes;
* may declare any ballot paper that is illegible or not completed in accordance with the instructions invalid;
* counts valid ballot papers and assigns weight to votes according to the agreed voting system; and
* declares and records a final tally of votes cast in favour of each candidate, as well as invalid votes.

The candidate receiving the most votes (after the votes are weighted in accordance with the voting system) is declared elected as the HSR of the DWG for a period of three years.

# Welcoming the newly elected HSR

The returning officer advises the successful candidate and any unsuccessful candidates of the outcome of the election.

A template for a welcome letter to the new HSR is available in *Appendix 5: Confirmation of election letter*.

The returning officer announces the outcome of the election to the local health and safety committee and the members of the DWG.

The returning officer advises the Associate Director, Health & Safety of the outcome of the election including the new HSRs date of election and contact details, by emailing [ohs-enquiries@unimelb.edu.au](mailto:ohs-enquiries@unimelb.edu.au)

The Associate Director, Health & Safety will add the HSR to the University’s register of HSRs ([Health and Safety Representatives](https://safety.unimelb.edu.au/health-and-safety-contacts/health-and-safety-representatives/health-and-safety-representatives-list)) and to Health & Safety HSR mailing list.

The HSR may request WorkSafe-certified HSR training. This training is not compulsory unless stated in local area policy and procedures. The Health & Safety, University Services team can assist with arrangements and payment for this training.

Records of the election process should be maintained by the returning officer for a period of three years. These records should include:

* completed nomination forms;
* copies of all correspondence sent to and received from nominees and candidates;
* copies of all correspondence sent to and received from members of the DWG in relation to the nomination and election process;
* electoral roll for the DWG; and
* completed ballot papers.

# Expiration of position

At least four weeks prior to the expiration of a HSRs Term of Office, the HSR should be notified by their local Health and Safety Business Partner representative to allow time for an election process to occur within the DWG.

If a HSR is not elected/re-elected by the term of office expiry, HSRs will be removed from the University Register and mailing lists.

If a Department, School or organizational unit undergoes a re-structure, re-location or other significant change the HSR must be notified by their local Health and Safety Business Partner.

If a HSR resigns, is made redundant, goes on extended leave or transfers to another Department, Faculty, School or organizational unit it is their responsibility to notify their local OHS Management Representative as far as reasonably practicable before the HSR leaves or relocates their position.

# References

Occupational Health and Safety Act 2004 (Vic)

[Health & Safety: Consultation representation and committee requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4694854/health-and-safety-consultation-representation-and-committee-requirements.pdf)

[Health & Safety – Elect a health and safety representative (HSR)](https://safety.unimelb.edu.au/health-and-safety-contacts/health-and-safety-representatives)

# More information

[Health and Safety Representatives and Designated Work Groups](https://safety.unimelb.edu.au/management/communication/hsr-dwg)

[Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts/health-and-safety-representatives)

**Appendix 1: Call for nominations**

**20YY Call for nominations**

Election of one (1) University of Melbourne staff member in the designated work group of <DWG Name> to the position of employee health and safety representative

Due to a vacancy arising for an elected health and safety representative (HSR) in the designated work group (DWG) of <DWG Name>, the DWG is seeking nominations for one University of Melbourne staff member who is a member of the DWG to become a HSR for the DWG. The term of office of the HSR will be three years. Further information about the role of a HSR at the University is available from the [*Health & Safety: Consultation representation and committee requirements*](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4694854/health-and-safety-consultation-representation-and-committee-requirements.pdf).

HSRs of the DWG of <DWG Name> are elected by University staff members who are members of the DWG. Any University staff member who is a member of the DWG as at the opening of nominations at **<X:XXam/pm>** <Day Month Year> is eligible to be nominated as a HSR of the DWG.

Any University staff member who is a member of the DWG of <DWG Name> at the opening of nominations is entitled to vote in the election.

Nominations must be supported by two staff members of the DWG. Nominations must be made on the nomination form provided at the web address below.

Nominations close on <Day Month Year> and must reach the office of the Returning Officer, <Returning Officer’s Location, The University of Melbourne, 3010> by **<X:XXam/pm>.** Late nominations will not be accepted.

Each nomination form may be accompanied by an electoral statement from the candidate of no more than 200 words, stating why the candidate is suitable to serve as a HSR of the DWG. An electronic copy of this statement, if provided, must also be submitted to <email address@unimelb.edu.au>.

A nomination form and these details may be downloaded from <http://webaddress.unimelb.edu.au>. Further details may be obtained from <Returning Officer name>, <email address@unimelb.edu.au>, telephone <XXXX XXXX>.

If the number of nominations exceeds the number of vacancies, ballot papers will be posted to all eligible voters for a postal ballot on <Day XX Month 20XX> and the election will close on <Day Month Year>.

Staff who are unable to access the University of Melbourne web pages should advise <Returning Officer name> by email and a nomination form and details will be forwarded. In the event of an election ballot papers will be posted by <Day Month Year> and must reach the office of the Returning Officer, <Returning Officer name>, <Returning Officer’s Location, The University of Melbourne, 3010> by<Day Month Year> at **<X:XXam/pm>.** Late ballots will not be accepted.

<FULL NAME>

Returning Officer

<Contact details>

**Appendix 2: Nomination form**

**20YY Nomination form**

Nomination form for the University of Melbourne staff member in the designated work group of <DWG Name> to the position of health and safety representative for a term of three (3) years.

Each nominee must be supported by two University of Melbourne staff members who are members of the designated work group.

**Proposer:** I

(Print name) (Telephone number)

(Department name) (Email address)

**Seconder:** and I

(Print name) (Telephone number)

(Department name) (Email address)

Signature of **PROPOSER** Date:

Signature of **SECONDER** Date:

being members of University staff in the DWG of <DWG Name>, hereby nominate as a health and safety representative for a term of three (3) years:

**Nominee:**

(Print name) (Telephone number)

(Designated Work Group name) (Email address)

**CONSENT OF NOMINEE:**

I consent to the above nomination

Signature of **NOMINEE** Date:

This nomination form must reach the office of the Returning Officer, <Returning Officer location, the University of Melbourne, 3010>, by <X:XXam/pm> on <Day Month Year> and may be accompanied by an electoral statement made by the candidate.

An electronic copy of this statement, if provided, must be forwarded to <address@unimelb.edu.au>.

If more nominations are received than the number of vacancies, a ballot will be held. In this instance eligible voters will be advised on <Day Month Year> of the need for an election. Ballot papers will be posted to all eligible voters. Voters must be cast by <X:XXam/pm> on <Day Month Year>.

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**Appendix 3: Ballot paper**

**20YY Ballot paper**

Election of a University of Melbourne staff member in the designated work group of <DWG Name> to the position of employee health and safety representative for a term of three (3) years.

The following persons have been nominated and the order of listing their names has been determined by lot:

|  |  |
| --- | --- |
| **<Candidate 1>** |  |

|  |  |
| --- | --- |
| **<Candidate 2>** |  |

**Voting instruction – simple majority**

Indicate your preference by <writing the number 1/placing a cross> in the square opposite the name of the candidate you wish to elect.

**Voting Procedure**

1. Voters must place their voting paper in the envelope marked ‘VOTING PAPER’.
2. Voters must print their name and sign the back of the envelope addressed to THE RETURNING OFFICER.
3. The envelope marked VOTING PAPER should be placed inside the envelope addressed to THE RETURNING OFFICER and mailed so that it is received by the Returning Officer no later than **<X:XXam/pm> <Day Month Year>.**

**Appendix 4: Voting paper signature and envelope labels**

**Voting Paper label template**

1. Print template on Avery L7163 labels (14 labels per page).
2. Adhere to envelope containing voting paper.

|  |  |  |
| --- | --- | --- |
| **VOTING PAPER** |  | **VOTING PAPER** |
| **VOTING PAPER** |  | **VOTING PAPER** |

**Voter to complete label template**

Voters must sign this prior to sending in order to validate their vote.

1. Print template on Avery L7163 labels (14 labels per page).
2. Adhere to secondary envelope.

|  |  |  |
| --- | --- | --- |
| **Voter to complete:**  Voter Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Voter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Voter to complete:**  Voter Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Voter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Voter to complete:**  Voter Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Voter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Voter to complete:**  Voter Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Voter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Appendix 5: Confirmation of election letter**

Election of a University of Melbourne staff member in the designated work group (DWG) of <DWG Name> to the position of health and safety representative (HSR)

<Day Month Year>

Dear <Successful candidate name>,

As Returning Officer for the nomination and election of an health and safety representative (HSR) for <Department>, I advise that you have been duly elected as the HSR for <DWG Name>. In accordance with conditions of nomination you are duly elected until <Day Month Year = election date + 3 years>.

Management representative

The management health and safety representative for <DWG Name> is <Management Rep Name>.

**Designated work group information**

A list of DWGs and elected employee HSRs is published on the University of Melbourne Safety website at <https://safety.unimelb.edu.au/people/community/hsr-dwg/elected-health-and-safety-representatives-list>

**Training**

Elected employee HSRs are entitled to paid leave to attend one WorkSafe-approved five-day training program for HSRs, and to an annual one day refresher course in subsequent years. You can arrange attendance at this training through the Health & Safety team – enquire by email to [ohs-enquiries@unimelb.edu.au](mailto:ohs-enquiries@unimelb.edu.au). This training should be arranged in consultation with your supervisor.

**Meetings**

The University HSRs meet regularly. These meetings are usually organised by HSR members of the University Occupational Health and Safety Committee (OHSC). Membership of the OHSC is listed at [Committees](https://safety.unimelb.edu.au/safety-topics/consultation-and-communication/committees).

**Further Information**

Further information about the role of HSRs is available from the [Melbourne Policy Library](https://policy.unimelb.edu.au). The[Health & Safety: Consultation, representation and committee requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4694854/health-and-safety-consultation-representation-and-committee-requirements.pdf) deals specifically with the role and powers of elected HSRs. The [Health & Safety: Issue resolution requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4699739/Health-and-Safety-Issue-resolution-requirements.docx) deals with resolving specific health and safety issues.

Regards,

<FULL NAME>

Returning Officer