Election announcement (sample template for your own use)

Dear [insert area represented] staff

Please take this opportunity to vote for the person who you wish to have elected as your Safety and Health Representative!

In the recent request for nominations for an elected Safety and Health Representative position at [insert area represented] we have received [insert number of candidates] candidate nominations, therefore an election will now be taken place to fill the position.

- Candidate 1: [insert name]
- Candidate 2: [insert name]

It is important to take the time to participate as your Safety and Health Representative will represent you on all safety and health matters in your work area.

All [insert department name] employees located at [insert area represented] are eligible to vote for the person they wish to be their Safety and Health Representative. Please note, voting is not compulsory, however is encouraged.

**How do I vote?**

Ballot papers and a ballot box will be available to all eligible voters at [insert location] from [insert date and time]. Completion of the ballot paper will require you to tick one box only, print your name and place this in the ballot box.

You will have approximately [insert period of time] to vote, with voting:

- Opening from the [insert time, day, date and year]; and
- Closing at [insert time] sharp, [insert day, date and year].

**ALL VOTES WILL BE STRICTLY ANONYMOUS AND CONFIDENTIAL.**

Should you have any queries regarding this process please do not hesitate to contact me on [insert email and phone number].

Kind regards

[Insert name]
MEMO TO NOMINEES (SAMPLE TEMPLATE FOR YOUR OWN USE)

TO: Safety and Health Representative Nominees
FROM: Insert name of returning officer Enter Position
SUBJECT: ELECTIONS FOR SAFETY AND HEALTH REPRESENTATIVES AT [INSERT AREA REPRESENTED]
DATE: Select Date REF: XXX (

Thank you for nominating for the role of elected Safety and Health Representative at [insert area represented]. As there are [insert number] candidates for the position there will be an election.

The [insert number] nominations are:
- Candidate name
- Candidate name

A draw will be conducted to determine the order the names of the candidate will appear on the ballot paper. The election process is as follows:

1. Ballot papers will be available on the [insert location] at XXX from [insert date]. Staff will be advised by email of the elections, which are not compulsory.

2. Eligible voters, which include all staff located at [insert area represented] will be asked to tick the box against the name of their preferred candidate.

   If more than one box is ticked then the vote will be invalid. If, despite the request to tick one box only, the ballot papers are marked with a cross the vote will be accepted as long as the intentions of the voter are clear. However, if more than one box is ticked that will be deemed an invalid vote.

3. The electoral system to operate will be ‘first past the post’. That is the individual with the largest number of ‘ticks’ will be elected. In the event of a tie there will be a recount. If the tie is confirmed the names will be drawn from a container by the returning officer and witnessed by candidates. The first person’s name drawn out will be deemed elected.

4. Voting will be by secret ballot and the ballot box will be maintained [insert location]. [insert name/s] will be assisting manage the process.

5. Voting will begin from the availability of the ballot papers to staff and will close at [insert time] on [insert date]. Votes will be counted on [insert closing date] at [insert location].

[Signature]
location] and the election declared. All candidates are able if they wish to either attend or send a scrutineer to view the count.

6. The returning officers decision is final.

Should you have any queries regarding this process please do not hesitate to contact me on [insert contact details – email and number].
Notification of election results (sample template for your own use)

Dear [insert area represented] staff,

Thank you for your time and support participating in the Safety and Health Representative (SHR) elections for [insert area represented].

I have just completed the tally for the election, and would like to congratulate [insert name of successful candidate] who has been successfully elected to the SHR position for [insert area represented].

I would like also like to take this opportunity to commend [insert names of other candidates] on their interest and passion in contributing to safety and health in the workplace; it is very much valued and appreciated.

Yours sincerely
[Insert name of returning officer]