Election of safety and health representatives

Under Section 31 of the Occupational Safety and Health Act 1984 and Section 56 of the Mines Safety Act Inspection Act 1994, the conduct of the election must be in accordance with the employer and employee delegates’ agreements made during the consultation stage and, if there is one, the scheme.

Call for nominations
After receipt of nominations, the returning officer should verify the eligibility of nominations.

Call for Safety and Health Representatives sample:
- Promotional spiel
- Memo to staff
- Nomination Form

Is there more than one candidate?

Yes
Prepare for secret ballot

No secret ballot required, candidate is duly elected

Conduct the election
- Determine an equitable way of determining:
  - a successful candidate if there is a tied vote i.e. draw a name out of a container; and
  - the order of names on the ballot paper i.e. conduct a draw to randomly select order of names.
- Promote the opening and closing time for the ballot, it may be necessary to hold the ballot open for several days to ensure everyone has the opportunity to vote.

Election sample template:
- Promotional spiel
- Memo to Nominees
- Notification of election results to staff

Count the Ballot papers
- After the receipt and counting of ballot papers, the returning officer may declare the result of the election in the presence of scrutineers and candidates, it was agreed that they be present.
- Questions about discrepancies in the election process can be referred to the WorkSafe WA Commissioner, for the mining industry, the State Mining Engineer.

Ballot paper sample template:
- Ballot Paper
- Ballot certificate

Successful candidate elected for a term of office of two years

Notify people of the election results
- Nominees
- Elected SHR manager (initiating management support for the role)
- WorkSafe WA
- Staff in area represented

Notification templates, posters and forms:
- Safety and health representative election notification and registration form
- Successful candidate email
- Posters and noticeboard templates

Attendance at Safety and Health Representative Introductory Training
All elected safety and health representatives should attend an accredited introductory training course within 12 months of being elected. This training should take place as soon as possible after election to help safety and health representatives to understand and exercise their powers effectively.

Refresher Safety and Health Representative Training
It is recommended Safety and Health Representatives attend refresher training at least every two years.