

Guide to completing the form

PLEASE NOTE:

The person conducting the election is required to complete and submit this form for each elected safety and health representatives, even when elected unopposed.

It is particularly important that the forms are correctly completed and are legible to maintain the quality of the data stored in WorkSafe's SHR database.

Only fully completed notification forms will be accepted — incomplete forms will be returned to the approved person to complete before they are processed further.

Workers who work on a mine site are covered by the *Mines Safety and Inspection Act 1994* (the MSI Act) and the *Mining Act 1978* (the Mining Act). The person conducting the election for workers on a mine site, must notify Resources Safety Division of the department of the election.

PART ONE Safety and health representative

Please provide details of the person elected, including surname, given names, gender, date of birth, contact details, job title and business name. This section also includes a space for the organisation's Australian Company Number or Australian Business Number (ACN or ABN). This number can be found by searching ABN Lookup website (abr.business.gov.au).

PART TWO Election details

To complete this section please provide the date that the results of the election have been declared.

If there was only one person nominated and, as such, the person is elected unopposed use the date the election process was completed and the results have been declared.

PART THREE Workplace details

Complete this section with the details of the workplace. If the details of the workplace and site are the same as used in Part one please write in each section "same as above".

PART FOUR Person authorising the election

Please provide details of the person who conducted the election including their surname, given names, official title, contact details and the name of the organisation who have conducted the election.