Successful Candidate Email (sample template for your own use)

Dear [insert name of successful candidate]

Congratulations! You have been successfully elected to be a Safety and Health Representative (SHR) for [insert area represented] effective from [insert date elected].

Please send the following to me by close of business [insert date]:

- Complete Part 1-3 of the WorkSafe WA ‘Safety and Health Representative election notification and registration form' attached. I will complete Part 4 of the form.

The role you will play as a SHR is to represent your fellow employees in all safety and health matters. Please see attached the SHR Role Statement which provides an overview of your role. Please don’t hesitate to contact me if you have any questions.

It takes time to be a SHR which is why you will receive full management support to undertake the role. The basic requirements of the role are as follows:

- to attend a five day SHR introductory training course;
- contribute approximately [insert estimated time] to safety and health per week;
- carry out regular workplace inspections of the work area at least once every [insert frequency]; and
- attend Safety and Health Committee meetings every [insert frequency].

Safety and Health Representative training course information

The SHR introductory five day training course is required to be completed within 12 from your commencement date. However, it is encouraged that you attend this training course as soon as possible, to ensure you have the knowledge and skills to undertake this important role.

Visit the following link for a list of approved SHR training providers: http://www.commerce.wa.gov.au/worksafe/accredited-safety-and-health-representative-training-providers

Please feel free to contact me should you have any questions or require any assistance.

Yours sincerely

[Insert name]