Call for Safety and Health Representatives Pitch (sample template for your own use)

Sample text:

To all [department / work area name] staff,

Would you like to contribute towards creating a safer and healthier workplace for your colleagues? If so, this is your opportunity!

[Department / work area name] is calling for nominations to fill the following Safety and Health Representative positions:

[Insert available SHR position(s) - i.e. 1 x SHR at Level 1]

Safety and Health Representatives have an important role, under the Occupational Safety and Health Act 1984, and are the ambassadors of safety at [department].

Now is the time to seize the opportunity to have a voice about safety and health matters at work. If elected, your contribution will help strengthen the vital link between management and employees in resolving workplace safety and health issues.

Please consider this opportunity to nominate and help make a difference.

The benefits of being a Safety and Health Representative:

- You will be invited to participate in exclusive SHR events (i.e. WorkSafe SHR Forum in October).
- You will attend a five day Safety and Health Representative Introductory Training course, at no cost to you.
- The Safety and Health Representative Introductory Training course is listed with training providers as an entry path for those wishing to undertake the Certificate III in Work Health and Safety.
- You will help to reduce occupational injury and disease rates in Western Australia.
- You will provide workers with a more formal and coordinated process for raising safety and health ideas and concerns with management.

Please refer to the attached memo for further details.

[Insert name]
[Insert position title]
Call for SHReps Memo (sample template for your own use)

TO: [insert name area represented] Staff                     DATE: [insert date]
FROM: [insert name of returning officer]

SUBJECT: Call for Safety and Health Representative Nominations – [insert area represented]

The [insert department] is now calling for interested employees to nominate to become a Safety and Health Representative (SHR) for [insert area represented].

The role of a SHR is to represent their fellow employees on safety and health issues that concern them and liaise with senior management. They also play an important role in the promotion of a good safety culture and ensuring the work environment is free from hazards by conducting workplace inspections.

Criteria for being a Safety and Health Representative

To become a SHR for the department the following criteria must be met. The nominated person must be:

- Available and willing to act as a representative for a term of two years.
- Available and willing to inspect their work area at least once every [insert agreed inspection period].
- Dedicated to participating and consulting in the Occupational Safety and Health (OSH) Committee.
- Available and willing to participate on required and relevant training.
- Committed to helping fellow employees to report all identified hazards and incidents using the department’s formal procedures and forms.
- Must possess good relations with fellow employees and be willing to liaise with them regarding safety and health matters.
- A employee located at [insert area represented].

Support provided to the elected Safety and Health Representative

The person elected for this position will receive full support from senior management & their line manager to fulfil the following responsibilities:

- attend a five day SHR introductory training course;
- carry out regular workplace inspections of the work area at least once every [insert frequency]; and
- attend OSH Committee meetings every [insert frequency of meeting].
The [insert relevant area] will also be available to provide ongoing information, support and guidance to all SHRs.

**How do I nominate to be a Safety and Health Representative?**

If you would like to nominate, please complete the attached nomination form and return it to:

[Insert contact details – Name, Phone, Email, Address]

Nominations must be submitted by close of business [insert date and time]

Please note: You must be located at [insert area represented] in order to be eligible to nominate.

**What is the selection process?**

If more than the required number of nominations is received, a secret ballot will be carried out and all employees at [insert area represented] will have the opportunity to vote for the person they would like to represent them on safety and health matters in the workplace.

If only the required number of nominations is received, the employees nominated will be considered duly elected and an election does not need to be held.

[Specify conditions in which a nomination may be withdrawn from the process – if applicable].

**Further information**

Should you have any enquiries or require further information about the SHR role, please feel free to contact [insert title] directly on [insert phone number] or via email: [insert email].
Safety and Health Representative Nomination Form (sample template for your own use)

Dear [insert area represented] Staff Member,

If you would like to nominate to become a Safety and Health Representative (SHR) for [insert area represented] please fill out the details below.

In order to qualify for nomination as a SHR under the Occupational Safety and Health Act 1984, you will need to be a current employee of the department. There is a reasonable expectation that the successful nominee will complete the two year term and be available during most business hours to fulfil your SHR functions.

Nominee’s details:

Name: ___________________________ Signature: ______________________

Title: ___________________________

Location: ________________________

Division/Branch: ________________________

Email: ___________________________ Phone: ___________________________

Date: / /

Manager/superviser

Name: ___________________________ Signature: ______________________

Title: ___________________________

Email: ___________________________ Phone: ___________________________

Date: / /

Please return to [insert contact name] by [insert time, date] on the contact details below [Insert contact details – Name, Phone, Email, Address].

For returning officer use:

Eligibility of nomination verified ☐

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