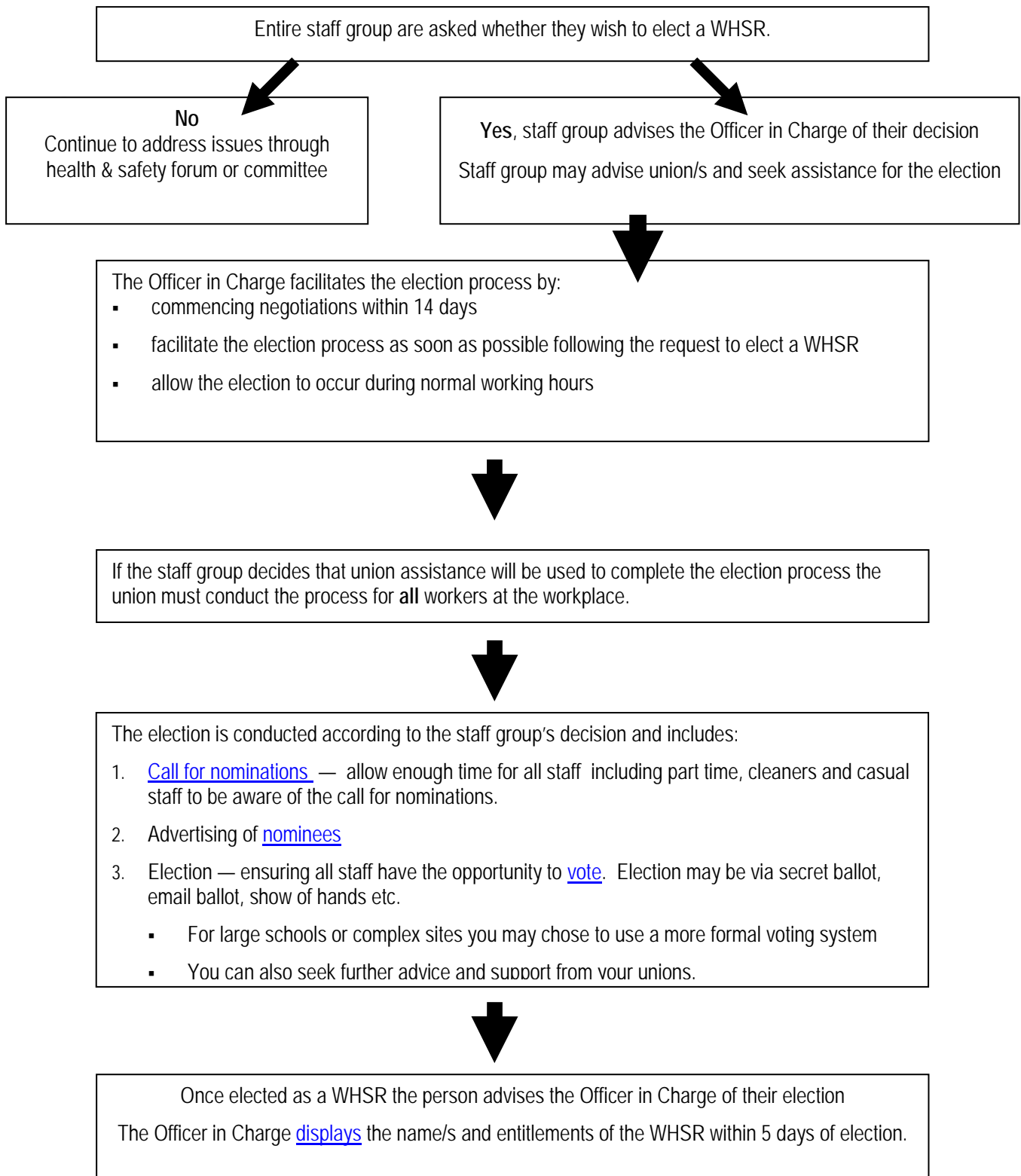


Health & Safety Fact Sheet

Election of Health and Safety Representatives (WHSR)

Staff are entitled to elect a HSR and can begin this process on their own initiative or at the Officer in Charge's suggestion. On negotiation with the Officer in Charge, the staff group can elect more than one HSR.



Should you have any queries about a complex voting process you can also seek assistance from your union;

Queensland Teachers' Union

www.qtu.asn.au

1300 11 7823

Together Queensland

www.together.org.au

1800 177 244

United Voice

www.unitedvoice.org.au

3291 4600

Health & Safety Fact Sheet

Health & Safety Representative (HSR) Election Process Options

Your work group chooses how the election will run. There are a range of options; some of these are explained in more detail below e.g. show of hands, secret ballot, email vote. Sometimes a simple option will work best and ensure the greatest participation. In other circumstances, for example if you have a large staff group, you may need a more structured system.

It is most important that all staff members have the opportunity to vote. This includes part-time staff and staff who work out of normal hours e.g. cleaning staff. You can run the voting process over a number of days to ensure everyone has a chance to cast their vote.

Your staff group can choose to seek help from a relevant union, however, there is no requirement to involve a union group. It is important that all staff members are involved in the voting process regardless of union affiliation.

[HSR Election Templates](#) are available to assist with the process. These can be modified to suit your school's needs for each step of the process;

- calling for nominations
- advertising nominees
- voting forms

HSR Election Process Examples

- *Show of hands* – a good option if only one nomination
- *Simple ballot* – e.g. hard copy ballot forms dropped in pigeon holes and completed ballots placed in ballot box by prescribed date
- *Email vote* – e.g. through school email or intranet site. Another voting option may also be required for people who do not regularly access emails. This ensures they have the opportunity to vote
- *Secret ballot* – e.g. for complex or large schools with a number of candidates
 - Appoint a 'Returning Officer' (e.g. union member) and a person to act as witness
 - Conduct a draw to determine the order of names on the ballot paper (i.e. random)
 - Publicise the opening and closing times of the ballot; it may be necessary to hold the ballot open for several days to ensure everyone has the opportunity to vote.
 - Each person should have his/her name checked off a staff list and then be supplied with a ballot paper.
 - The Returning Officer should initial the back of each ballot paper before it is issued to the voting staff member
 - Each person voting should mark his/her ballot paper according to the instructions and place it in the ballot box
 - Any voter who declares a ballot paper "spoilt" may obtain a replacement ballot paper by returning the spoilt ballot paper to the returning officer.
 - When the time stipulated for the ballot has expired, the Returning Officer should declare the ballot closed.
 - The Returning Officer and witness should open the ballot box, empty the contents and then count the number of votes for or against the ballot questions.

When the process has been completed advise all staff of their elected WHSR/s. This can be achieved by displaying the [HSR Notification Poster](#)