Owner: Health, Wellbeing and Safety (HRD)

Late Updated: 23 May 2018

Email template for senior manager to use in calling for nominations for OHS Representatives.

Subject: Call for nominations of OHS Representative (HSR) for XXXXXXXXX

Nominations are called for an OHS Representative for the following Designated Work Group (DWG):

* XXXXXXXXXXXX

HSRs provide staff with a mechanism to have their views and concerns on health and safety in their workplace heard by their employer. HSRs facilitate communication and consultation. The OHS Act gives them a role in raising and resolving any OHS issues with their employer.

Under the OHS Act, staff have the right to nominate and elect OHS Representatives. The role of the OHS Representative is to:

* represent staff from their Designated Workgroup on OHS matters
* facilitate discussions between staff and management in order to resolve any OHS issues in the workplace
* attend as needed local and campus HWS (OHS) Committee meetings.

The role of a health and safety representative is an important one so it is vital the group elects someone with the skills needed to do the job well. A good health and safety representative should know about the tasks performed by the people in their Designated Workgroup and understand the health and safety issues which apply to their Designated Workgroup. Health and safety representatives need to:

* act as a link between employees and management and negotiate on health and safety issues;
* assist with identifying and designing solutions to health and safety problems;
* apply their knowledge of health and safety legislation, codes of practice and standards;
* involve other employees in resolving health and safety issues;
* communicate, negotiate and listen effectively; and
* learn new skills and put them into practice.

Ideally a HSR is a confident, reasonable staff member who will have the respect and trust of both their colleagues and the management representatives they work with. HSRs should work with managers and their colleagues in carrying out risk assessments, workplace inspections, developing safe working procedures and addressing safety issues.

The HSR can also attend a training course to better understand the role and to develop some of the skills and knowledge needed. Further information on the role of the OHS Representative can be found on the WorkSafe website at: <http://www.worksafe.vic.gov.au/hsr>. Health Wellbeing and Safety can also be contacted for further information.

If there is more than one nomination, an election will be organised.

This is a very important role and I encourage all interested staff to nominate by the **xxxxxx** via return email to **xxxxxx**

(Signed and sent by head of relevant unit)