**NOMINATION MEMO TEMPLATE**

**Nominations for health and safety representative**

The health and safety committee is a forum where we can take some time out to think about and discuss ways of making our workplace better.

Membership:

* Director / Managing Partner
* H&S Representatives

H&S representatives are elected to represent all employees in their workplace in matters of health and safety*.* H&S representatives are offered training from an approved training provider. It is a position of responsibility, and we need people who are willing to step up and take on a challenge. We hold new elections for H&S Reps every 2 years.

The H&S Representative will:

* Foster positive health and safety management practices in the workplace;
* Assist in incident investigations;
* Identify and bring to the employer’s attention hazards in the workplace and discuss ways the hazards may be controlled;
* Consult with inspectors on H&S Issues;
* Promote health and safety interests of employees, especially employees who have been harmed at work and who need assistance with rehabilitation;
* Carry out any functions required by relevant codes of practice; and
* Attend H&S Committee meetings.

Please fill out the bottom section of this memo and return it to the office by \_\_\_\_\_\_\_\_\_\_\_\_\_. H&S representatives will be selected in the manner which receives the most votes.

Thanks for your support

*Director / Managing Partner*

Please circle **ONE** of the following methods for committee selection:

1. I would like management to choose the H&S Representatives
2. I would like to nominate someone to be an H&S Representative. If so, who?   
   Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or
3. I would like to volunteer to be a H&S Representative:   
   Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Please tear off the nomination slip and return to the Director / Managing Partner*