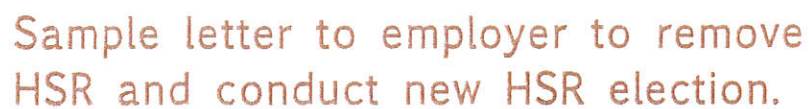


We the undersigned nominate Union Organisers, « names » and Union Delegates, « Names » to negotiate and conduct any corresponding election on our behalf.

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I « insert name » as the representative of « name of Work Group » wish to inform you of the decision by the majority of this Work Group to remove « name of HSR(s) » as the elected HSR(s) of this work group as per WHS Regulations 20 and the decision to conduct an election to elect the new HSR(s) for our work Group on « insert day of election » We have appointed « insert name of Union Delegate / Organiser » to conduct this election on our behalf. Please find listed below the written request by a majority of the work Group to enact this request.

Signed \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

[illegible]



## Letter to employer to initiate negotiations for Work Groups

«Title» «Firstname» «Surname»

«Jobtitle»

«Company»

«Address»

«Postalcode»

cc      Union Office

Dear «Title» «Surname»

We, the undersigned workers for «PCBU name » request that negotiations commence within fourteen (14) days of the date of this letter to establish Work Groups as required by *Section 52 (2)* of the Work Health and Safety Act 2011

Further we advise that we have authorised «*name of Union Delegate/ Organiser/ OHS officer,*) *position, name of the Union* » to act as our representative in these discussions as allowed by Section 52 (5) of the Work Health and Safety Act 2011

Yours sincerely

Signatures of workers engaged by PCBU



## Sample of written request for number of HSRs to be elected

We, the undersigned, workers of for «PCBU name » at «work address» wish to begin negotiations to determine the number of Health and Safety Representatives for the workplace.

We want to be represented by (20) number of representatives for each shift in the (4) – office (6) – warehouse – (12) production areas covering day afternoon and night shifts.

We the undersigned nominate Union Organisers, «names» and Union Delegates, «names» to negotiate and conduct any corresponding election on our behalf.

NAME	WORK AREA	SIGNATURE





## Sample letter to appoint Union Official / Delegate to conduct election

I **Dee Willy** as the representative of **Admin Work Group** wish to inform you of the decision by the majority of this Work Group to appoint me to conduct the election for the Work Group's Health and Safety Representatives.

Nominations for position(s) will be displayed from **01/01/13** for a period of 14 days. On the **15th** day after nominations are sought, if required I will conduct an election to determine who will be the elected Health and Safety Representative(s) for the Work Group.

The following resources, facilities and assistance under section 61 (4) of the Work Health and Safety Act 2011 is sought from you to assist in the election process (**list resources, facilities and assistance**)

I have attached the request for my appointment to conduct the election on behalf of the majority of Work Group members below

Regards,

*signature of Union Delegate / Organiser*  
*Position & Union*

We, the undersigned, being members of « name of Work group » wish to inform you that we have appointed « insert name of Union Delegate / Organiser » to conduct this election on our behalf.

NAME	WORK GROUP	SIGNATURE



## Nominations form for HSR / Deputy HSRs

For the position of Health and Safety Representative/Deputy for the Work Group

of: \_\_\_\_\_ At \_\_\_\_\_  
(name of workplace)

Under Section 62 of the *Work Health & Safety Act (2012)* the WG is calling for nominations for the above position(s). Close of nominations is \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

If nominations received by the closing date equal the number of positions sought, then that person/s will be the deemed elected representative(s) for the Work Group.

If more nominations than the allocated position(s) are received, then all workers of this WG are notified that there will be a meeting on \_\_\_\_\_

at \_\_\_\_\_ to elect the WG's Representative(s)

(signed) \_\_\_\_\_  
[Worker representative of the above WG]

Please note that this notice is not to be removed. If it is removed, the Work Health and Safety regulator will be contacted to request the attendance of an Inspector.



## Sample letter to attend Union Training

Date

Dear <PCBU/Manager>>

Please be advised that << insert name of HSR >> has recently been elected as Health and Safety Representative for <<insert name of Work Group>> and would like to enrol in the following HSR training course:

Unions Tasmania

<<insert date of course>>

As per the WHS Act, Section 72, a HSR has the right to choose where they attend their approved training and to be paid for the time spent undertaking this study. The PCBU must also pay any fees associated with this training.

Yours sincerely

Union Delegate



## WHS Entry Permit Holder Notice Entry Template

Full name of entry permit holder:

Name of union represented:

Name and address of workplace being entered:

Date of entry or proposed entry:

*\* for entry under section 120 or 121: 24 hours – 14 days' notice must be given to PCBU.*

**Purpose of entry:**

- ☐ **Section 117** - to inquire into a suspected contravention of the WHS Act that relates to or affects a relevant worker
- ☐ **Section 120** to inspect employee records or information held by another person that are directly relevant to a suspected contravention of the WHS Act
- ☐ **Section 121** to consult and advise relevant workers on health and safety matters

**Additional – for entry under sections 117 and 120**

Details of the suspected contravention to which this notice relates: (e.g. what are the concerns; how do they contravene the WHS Act; what area of the workplace is affected etc.)

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**Additional – for entry under section 120 only**

List of the records or documents proposed to be inspected:

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**Declaration:**

The above union is entitled to represent the industrial interests of workers at this workplace.

- ☐ The provisions in the union's rules that entitles the union to represent the industrial interests of these workers is: \_\_\_\_\_

**Sections 117 and 120 only:**

- ☐ The suspected contravention relates to workers that the union is entitled to represent

Section 120 only:

- ☐ The records or documents proposed to be inspected relate to workers the union is entitled to represent

WHS entry permit holder signature: \_\_\_\_\_