



HEALTH, SAFETY AND EMERGENCY MANAGEMENT

Promoting a safer place to work and study

How to.... 'Manage Safety and Health Representative Vacancies'

1. A vacancy occurs

Vacancies generally occur when the Safety and Health Representative (SHR) resigns, they leave the University or the election period ends. Occasionally it is identified that another SHR position is required, perhaps due to a change in the work environment. When an SHR resigns, they need to complete the SHR [resignation form](#) and email it to healthandsafety@curtin.edu.au for processing.

2. Call for nominations

When a vacancy occurs, the work area must seek nominees for the position. To begin this process, the manager of the work area must contact the [SHR Co-ordinator](#) and confirm the vacancy. The SHR Co-ordinator will email the manager the information and documentation required, to ensure that the nomination process is valid and complies with [legislative requirements](#).

3. Elections

An election can occur when there are more nominees than there are vacant positions. Should an election be required, the [SHR Co-ordinator](#) will assist you in this process, again to ensure compliance with [legislative requirements](#).

4. Further information –

Phone – ext 4900 or 9266 4900

Email – healthandsafety@curtin.edu.au

Web –

http://healthandsafety.curtin.edu.au/safety_and_health_reps/representatives.cfm