SAFETY AND HEALTH REPRESENTATIVES

As a follow-on from the document "Have Your Say" we provide below a brief summary of the functions of a Safety and Health Representative and a nomination form is attached. The nomination form includes qualification criteria that will need to be met by the nominee in order for the nomination to be valid (please note that this criteria is determined by the OSH Act, not the University). Should you experience any difficulties in accessing and printing the form from this email message, the forms are also available from Health & Safety on ext 4900.

You will be notified of the outcomes shortly after nominations close. If necessary, elections will be held immediately following.

For further information regarding the process, or safety and health representatives in general, you can contact Health and Safety on ext 4900 or email healthandsafety@curtin.edu.au
Alternatively, the WorkSafe WA website has some frequently asked questions: Click here

We look forward to receiving your nominations in the near future.

Regards

Kristy Kahl
Principal Health & Safety Advisor
NOMINATION FORM
SAFETY and HEALTH REPRESENTATIVE (SHR) - CURTIN UNIVERSITY 2012-2014

In order to qualify for nomination as a SHR under the Occupational Safety & Health Act 1984, you will need to be a current employee of Curtin University. It is also preferable to be a fixed term or permanent staff member who can be available during most business hours. However this role could possibly be job shared. If you are not fixed term, permanent or full-time, please discuss this with your area management, Health and Safety Sub-Committee members or contact the Health and Safety department to discuss your specific situation further.

I, ________________________ hereby nominate

Nominator (Name in full)

__________________________ for the position of Safety and Health Representative in the following area:

Nominee (Name in full)

(Please circle one area from the list below only)

**Curtin Business School**
- Building 402 4 Reps
- Building 407 2 Reps
- Building 408 2 Reps
- CGSB, 78 Murray St 2 Reps
- Technology Park (602) 2 Reps
- Technology Park (604 / 608 / 616) 3 Reps
- Technology Park (607 / 614) 1 Rep

Total SH Reps Required 16 Reps

**Health Sciences**
- Biomedical Sciences 2 Reps
- CHIRI 1 Rep
- Nursing & Midwifery 2 Reps
- Occupational Therapy & Social Work 2 Reps
- Psychology & Speech Pathology 1 Rep
- Pharmacy 4 Reps
- Physiotherapy 1 Rep
- Public Health 1 Rep
- PVC / Research & Graduate Studies 1 Rep

Total SH Reps Required 15 Reps

**Science & Engineering**
- Department of Chemistry (500) 6 Reps
- Imaging & Applied Physics (301) 3 Reps
- John De Laeter Centre (301) 1 Rep
- Hydrogen Storage (301) 1 Rep
• Centre for Marine Science & Technology (301) 1 Rep
• Remote Sensing Research Group (301) 1 Rep
• Centre for Materials Science (301) 1 Rep
• Computing / Maths & Statistics (314) 1 Rep
• Science & Mathematics Centre (220) 1 Rep
• Chemical & Petroleum Engineering (205) 1 Rep
• Mechanical Engineering (205) 1 Rep
• Civil Engineering (206) 1 Rep
• Electrical Engineering & Computing (207 & 314) 1 Rep
• Environmental Agriculture (303) 1 Rep
• Spatial Sciences / WASM (Bentley campus – 207 & 311) 1 Rep
• Curtin Centre for Advanced Energy Science & Engineering (610) 1 Rep
• Technology Park (611) 1 Rep
• Environmental Inorganic Geochemistry Group (Applied Geology) (610) 1 Rep
• Geology / Geophysics (312, 610, 613, 614) 5 Reps

• Kalgoorlie Campus
  o WASM – Metallurgy (706) 2 Reps
  o WASM – Metallurgy Labs & Chemistry (706a, b, c) 1 Rep
  o WASM – Grad Hall, Student Guild, Conference Centre (704, 704a, 708) 1 Rep
  o WASM – Admin, Geology, Museum (701, 702, 703) 3 Reps
  o Barrett Mining (720a) 1 Rep
  o Agricola College / Student Housing (751 – 772) 1 Rep

• Muresk Campus
  o Library / Admin / Lecture theatre & Classrooms 2 Reps
  o Workshops/ Farm/ Laboratories 1 Rep

• Margaret River Campus

Total SH Reps Required 43 Reps

**Humanities**

• Built Environment (201) 2 Reps
• Department of Art & Design (202, 203 & 212) 3 Reps
• Department of Education (501) 2 Reps
• MCCA & Part CECL (208) 2 Reps
• SSAL & part MCCA & HPVCO (209) 1 Rep
• CUSP (Pakenham Street, Fremantle) 1 Rep

Total SH Reps Required 11 Reps

**DVC - Academic**

• Strategy & Planning 1 Rep

Total SH Reps Required 1 Rep

**VC - Education**

• Student Central 2 Reps
• Curtin Stadium 1 Rep
• Early Childhood Centre (Childcare) 1 Rep
• Centre for Aboriginal Studies (211) 1 Rep
• Support Services (Health Service, Counselling, University Life) 1 Rep
• Housing Services (Kurrajong, Erica Underwood, Guild & Vickory) 4 Reps
• University Library (105) & JCPML (200A) 1 Rep
• Curtin Teaching & Learning (105 & 603) 2 Reps
• Kalgoorlie - Library 1 Rep
• Kalgoorlie - Goldfields Art Centre (719) 1 Rep

Total SH Reps Required 15 Reps
Properties

- General Manager's Office / Corporate Services / Planning & Project Management (109)   1 Rep
- Campus Services (Janitors, Mail Room & Stores) 1 Rep
- Maintenance / Workshops 3 Reps
- Parks & Gardens 1 Rep
- Security / Parking & Traffic 2 Reps

Total SH Reps Required  8 Reps

Curtin International

- Building 103 1 Rep
- Building 100 1 Rep

Total SH Reps Required  2 Reps

Corporate Relations & Development

- DMU 1 Rep
- Public Relations 1 Rep
- John Curtin Gallery 1 Rep
- Marketing 1 Rep
- Curtin FM 1 Rep
- Future Students 1 Rep
- Office of Advancement, Ext Relations, PSCU & VC's Office 1 Rep

Total SH Reps Required  7 Reps

Research and Development

- Research and Development 1 Rep
- Centre for Fuels & Energy 1 Rep

Total SH Reps Required  2 Reps

Corporate Services

- Secretariat / Council Secretary / Internal Audit 1 Rep
- Legal & Compliance / Records & Information Management 4 Reps
- CITS 2 Reps
- Human Resources 1 Rep
- ODU (604) 1 Rep
- Health & Safety / Risk Mgmt / Injury Mgmt (599) 1 Rep
- Financial Services 1 Rep
- Commercial Services (Bookshop) 1 Rep

Total SH Reps Required  12 Reps

Signed: _______________________________    Date: ________________

Nominator

Accepted: ____________________________________    Date: ________________

Nominee

Endorsed: ____________________________________    Date: ________________

Executive Dean / Head of Area
Procedure:
1) Have the nomination form completed in full.
2) The person nominating their colleague for SHR signs as nominator.
3) The nominee indicates accepting the nomination by signing.
4) The form should then be endorsed by the Executive Dean / Head of Area.
5) Complete the WorkSafe WA registration form
5) Forward both completed forms to Health and Safety via Email healthandsafety@curtin.edu.au or via internal mail to: Health & Safety Building 599 Bentley Campus.
Safety and health representative election notification and registration form

The following person was elected as a safety and health representative

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Given names:</th>
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Preferred postal address: (if different from employer’s main street address below)

Building no.: 

Suburb/town | Post code: |
-------------|------------|

The employer’s details

Employer name: (business or company name)

Curtin University

ACN, ABN or ABR 99 143 842 569

GPO BOX U1987 PERTH WA

Post code: 6845

Kent Street

Suburb/town | Post code: |
-------------|------------|

Bentley

Tel: 9266 4900 | Email: healthandsafety@curtin.edu.au | Fax: 9266 3977

Please tick the category which best describes the employer’s industry.

- accommodation/cafe/restaurant
- agriculture/forestry/fishing
- communication services
- construction/building
- cultural/recreational services
- education
- finance/insurance
- government
- health/community services
- manufacturing
- mining
- personal/other services
- property/business services
- retail trade
- transport/storage
- utilities - electricity/gas/water
- wholesale trade
- other

The election details

Date of the election: 01 day July month 2012 year

Name of the person who conducted the election: Kristy Kahl

Name of the organisation who conducted the election: Curtin University

Contacts:

Tel: 9266 4900 | Fax: 9266 3977

Which workplace location/s and/or which group of people you were elected to represent.

NOTE: The person who ran the election must notify the Department and the elected SHR’s employer of the outcome. Please use one form per elected safety and health representative and forward completed form to WorkSafe and a copy to the relevant employer.

When the safety and health representative (SHR) in your workplace has registered they will receive an ID card and a resource pack.
Please send the completed form to:

Mail: Westcentre, 1260 Hay Street, West Perth WA 6005
Email: wslibrary@commerce.wa.gov.au
Facsimile: (08) 9321 8973
Telephone: 1300 307 877

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