

HEALTH AND SAFETY REPRESENTATIVES (HSRs)

ELECTION 2018

September 2018

This fact sheet provides details for members about the Health and Safety Representatives (HSRs) election process.

The NSW RFS, in accordance with Work Health and Safety legislation, is assisting all 47 workgroups with the process of HSR elections.

NSW RFS workgroups include 45 geographically bound districts, Headquarters, and Glendenning (incorporating Operational Mitigation Services, and Planning and Environment Services).

What is a HSR?

A HSR represents workers on health and safety matters, through ongoing consultation between workers of a workgroup and the Service.

HSRs will be elected for a term of three years. Each workgroup can elect one HSR per workgroup.

The functions of a HSR are to:

- Represent workers in the workgroup in matters relating to work health and safety;
- Monitor the measures taken by NSW RFS to comply with WHS legislation;
- Investigate complaints from workers of the workgroup relating to health and safety; and
- Inquire into anything that appears to be a risk to the health or safety of workers and others, arising from NSW RFS authorised activities.

The health and safety consultation process is outlined in [Service Standard 7.1.8 Work Health and Safety Consultation and Issue Resolution](#).

For more information about the role of a HSR, [download the Draft NSW RFS HSR Guidelines](#). This draft is currently in a three-month consultation period.

How will HSRs be elected?

The NSW Electoral Commission has been engaged to carry out our HSR elections. This process will be conducted by post.

This month, election and voting information will be sent by mail to all members (home address) and contractors (NSW RFS work address). This will include details about the election process, how to nominate for a HSR role, and how to submit a vote.

The NSW Electoral Commission will send paperwork to the members and contractors within each workgroup.

For members in more than one workgroup (e.g. a dual member of brigades in different districts), they will receive separate paperwork to vote in each workgroup.

Details about the election will be available on the [NSW Electoral Commission website](#) and MyRFS.

What do I need to do?

- Read the election information you receive by post
- If desired, submit a nomination to be a HSR in your workgroup
- Complete voting ballot papers and submit
- Await the results of the HSR elections

How do I nominate to be a HSR?

You will receive information in the post from the NSW Electoral Commission detailing how to nominate to be a HSR.

A HSR Candidate Nomination form will be available on MyRFS, from districts, Headquarters, Glendenning and from the Returning Officer – Electoral Commissioner for NSW.

The nomination form will list the methods to submit a nomination, and the closing time and date for nominations to be received by the NSW Electoral Commission. >>



My address has changed. How do I update it?

Volunteer member: To ensure you receive the voting paperwork, log on to MyRFS and update your contact details (Go to My Profile > Personal Details).

Alternatively, you can ask your district office to update your details.

Staff member: To ensure you receive the voting paperwork, log on to SAP and update your contact details (Go to Employee Services > Personal Profile).

Alternatively, you can [contact the Membership Coordination Unit](#) for assistance.

Key HSR election dates

- **12 September - 8 October 2018** – Notice of Election sent to members and HSR nominations open
- **5 November 2018** – Ballot papers posted to members
- **10 December 2018** – Voting closes at 12:00pm
- **31 January 2019** – Results of HSR elections announced by this date
- **1 March 2019** – Elected HSRs commence their three year term

More information

Visit the [HSR page on MyRFS](#), contact your district office or [email the Health, Safety & Welfare team](#).