

## HSR nomination form

I wish to nominate as a:

- Health and Safety Representative (HSR)  
 Deputy Health and Safety representative (DHSR)

DWG: \_\_\_\_\_

Facility: \_\_\_\_\_

Position: \_\_\_\_\_

Ward/Department: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (m) \_\_\_\_\_

Director of nursing: \_\_\_\_\_

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

Completed nomination forms need to be given to a person who oversees the election. (This may be an ANMF Job Representative.)

## HSR awards

Each year the ANMF (Vic Branch) awards \$1000 to an HSR who has demonstrated outstanding achievement, and commitment to the ANMF and to members of their designated work group.

This may be through:

- protection of nurses and midwives from workplace injury and illness
- leadership and innovation in workplace health and safety
- resolution of workplace health and safety issues or disputes, or achievements in representation and consultation.

If you have any questions regarding the HSR role, HSR rights, election process, documentation or forms please contact your ANMF industrial relations organiser or ANMF OHS Unit on 03 9275 9333.



2014 HSR of the Year, Ngiap Siang Low

# Become a Health and Safety Representative (HSR)



## Become an HSR

Do you want to make a real change at your workplace?

Become a Health and Safety Representative (HSR) or Deputy Health and Safety Representative and help make your workplace a safer, healthier place to be.

As nurses, midwives and carers we assess patient and resident risks, identify hazards and put in place actions to prevent harm. We can use these existing skills to assess health and safety risks to our fellow nurses, midwives and carers.

As an HSR, you will always be supported and assisted by the ANMF (Vic Branch), with its team of occupational health and safety (OHS) experts.

Enhance your career by developing your communication and leadership skills, and OHS knowledge.

## Role of the HSR

HSRs represent their work colleagues by raising, monitoring and resolving OHS matters with their employer. But just to be clear, HSRs are not expected to be OHS experts – the role is one of consultation and communication.

A good HSR listens to and consults with the members of their designated work group (DWG) and voices concerns to the employer, supported by ANMF (Vic Branch).

A DWG is an agreed or determined grouping of employees who share similar workplace health and safety interests and conditions. DWGs may work in a particular work area, unit or department, building or series of buildings. Groups may extend across workplaces, hospitals or employers.

DWGs should be established through negotiation between the employer and employees. The employees in each group must elect a health and safety representative and if required, a deputy.

## How can I become an HSR?

Becoming an HSR is a matter of a nomination and simple election process in your workplace. If there is more than one employee nomination for one position, an election needs to take place. If you are the only nominee, you will not need to go through an election process. ANMF (Vic Branch) is able to help you with this easy, five-step process:

1. Confirm your DWG with your employer and agree upon the number of HSRs.
2. Call for nominations and display the nomination in a prominent place. You can find a form at our website [anmfvic.asn.au](http://anmfvic.asn.au)
3. Complete an HSR nomination form and submit it to a person who can oversee the election. (This may be an ANMF Job Representative.)
4. If there is more than one nominee, an election needs to take place. This may be as simple as a show of hands – you can choose your own election process.
5. Notify your facility and ANMF of the elected HSR.

For more information, contact your ANMF industrial relations organiser or ANMF OHS unit on (03) 92759333.

## Training

As an HSR you are entitled to attend a WorkSafe-approved initial five-day HSR course of your choice, and a refresher training course at least once a year. ANMF provides both courses.

For training, HSRs are entitled to time off work with pay. The employer must meet the costs associated with the initial or refresher course, in accordance with the *Occupational Health and Safety Act 2004*.

To register for training, go to [www.anmfvic.asn.au/education-and-training/hsr-training](http://www.anmfvic.asn.au/education-and-training/hsr-training)

## Five key powers of an HSR

- Inspect any part of the workplace after giving reasonable notice, or immediately in the event of an incident.
- Accompany a WorkSafe inspector during an inspection.
- Require a health and safety committee to be established and be a member of the committee.
- Seek assistance on health and safety matters whenever necessary.
- Issue PINs and directions to cease work.

## Five key entitlements of HSRs (employer obligations to HSRs)

- Attend training of their choice, including initial five-day training and one-day refresher.
- Be consulted about matters affecting OHS and be provided with hazard-related information.
- Take time off work with pay as necessary for exercising HSR powers.
- Be provided with necessary facilities and assistance.
- Request a review of control measures under regulations (such as manual handling, occupational violence, noise, prevention of falls and confined spaces).

## Legislation

You have strong and powerful OHS legislation behind you in Victoria, including:

- *Occupational Health and Safety Act 2004*
- Occupational Health and Safety Regulations 2007.