

UNION FACT SHEET 5 - NSW

Occupational Health & Safety



Electing OHS Committee Members

The *Occupational Health and Safety Regulation 2001 (the Regulation)* details the minimum requirements for OHS committees. It deals with the establishment and composition of OHS committees. The Regulation requires that:

- employee representatives on a committee must be elected by and from the employees in the relevant workgroup that the committee represents
- an election for those representatives must be conducted in a manner that is consistent with recognised democratic principles

The *Occupational Health and Safety Consultation Code of Practice 2001* (the Code) sets out an example election procedures. It follows four broad steps:

Step 1: Agree on a returning officer to conduct the election process

- should be an employee (not employer)
- 50 per cent of the workgroup should agree on the delegated person
- returning officer may vote in election but should not be nominated for any position

Step 2: Invite nominations

- Notices should be displayed to invite nominations
- Ensure that all employees are able to understand the notices

Step 3: Examine the nominations

- Where only one nomination is received the Returning Officer should declare that person elected unopposed
- Where more than one nomination is received, an election should be held

Step 4: Hold the election

- One ballot paper for every eligible employee
- All employees should be allowed to vote in private

Returning Officer should declare the candidate with the most votes elected

For further information contact WorkCover NSW on 13 10 50.

Contact us on 1800 060 556 Free call

Authorised by Alex Millar National Secretary CFMEU Pulp and Paper Workers District
148 – 152 Miller Street West Melbourne Vic 3003

Visit our website www.cfmeuffpd.org for more information

Printed on Australian Paper made by Union labour