

# Health & Safety Representatives Nomination Form



Nominations are being sought for workplace Health & Safety Representatives for the forthcoming year. UNISON's organisation depends on its network of workplace Health & Safety Representatives and contacts. Therefore it is important that your workplace elects a workplace Health & Safety Representative in order that you receive representation and information from UNISON City of Edinburgh Branch. Full training, guidance and mentoring are provided by the union and time off to attend training and undertake trade union duties should be given for Council employees (as per Facilities Agreement). **Instructions for electing stewards are attached on the back of this form.**

Please hold elections now by displaying this form on the noticeboard at your workplace, or hand round your workplace meeting to nominate a Safety Representative. Please return to: **Julie Finlay Branch Support Assistant, at UNISON, City of Edinburgh Branch, Douglas House, 60 Belford Road, Edinburgh EH4 3UQ. (CEC internal mail can be used to return form).**

<b>Membership Number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Mr/Mrs/Miss/Ms</b>	<b>First Name</b>	<b>Surname</b>					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
<b>Department</b>							
<input type="text"/>							
<b>Workplace Address:</b>							
<input type="text"/>							
<b>Post Code</b>							
<input type="text"/>							
<b>Payroll No:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Please provide a contact number where you can be contacted by the branch and members</i>							
<b>Contact No:</b>	<input type="text"/>						
<i>If you are happy for UNISON to send out correspondence via e-mail please provide a current email address (for organisation reasons, your email address may be shared by other stewards and officers.)</i>							
<b>E-Mail Address:</b>	<input type="text"/>						

**THIS SECTION MUST BE SIGNED BY A NOMINATOR & SECONDER WHO ARE UNISON MEMBERS**

<b>Nominated By:</b> <small>BLOCK CAPITALS</small>	<input type="text"/>	<b>Membership No</b>					
<b>Seconded By:</b> <small>BLOCK CAPITALS</small>	<input type="text"/>	<b>Membership No</b>					
<b>Date of Election/Meeting:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Instructions for Electing Health & Safety Representatives

1. Arrange a constituency meeting (ie. workplace occupational group or area. Remember that if the constituency is not a workplace, it needs Stewards Committee and Branch Committee approval.
2. Make sure the meeting is well advertised to members and they know about it.
3. Circulate the nomination form or put it on a notice board to allow members to nominate a Health & Safety Representative (it needs two people to nominate a Rep). Make sure members know the nominations in advance.
4. **At the meeting:** if there is more than one candidate, there should be a vote. The member with the most votes will be elected as Health & Safety Representative for the coming year only.
5. Two stewards can job-share the post but they would only have one vote on the Health & Safety Committee. You can also have more than one steward in a workplace. As a guide there should be one steward for 25 members.
6. After the election, the form must be sent to the Branch Office, signed by at least two members present at the meeting.

Health & Safety Representatives will not be recognised by the Union or Management until the form is received in the Branch Office.

***NB: Elections take place every February after the Branch AGM. All previous Health & Safety Representatives must be re-elected. If new forms are not submitted then they will no longer be registered as a Health & Safety Representative for the new year.***