

Health & Safety Representatives Nomination Form



UNISON City of Edinburgh Health & Safety Representatives Election Form

If you wish to be considered as an accredited health and safety representative for UNISON City of Edinburgh, please complete the form below and return to the branch office. Health & safety representatives are an important link between the union and its members and UNISON aim to have at least one in each workplace. Full training, guidance and mentoring is provided by the union and time off to attend training and undertake trade union duties should be given. If you would like more information, please contact the branch office on 0131 558 7488 or email branchoffice@unison-edinburgh.org.uk - (details of how to hold Health & Safety elections are on the other side of this sheet).

Membership Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mr/Mrs/Miss/Ms	First Name	Surname					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
Department							
<input type="text"/>							
Workplace Address:							
<input type="text"/>							
Post Code							
<input type="text"/>							
Payroll No:	<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>							
Contact No:	<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>							
E-Mail Address:	<input type="text"/>						

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

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

NB: Normally a workplace meeting would need to be arranged with your colleagues for you to be elected, however, it is impossible to carry out the usual election procedures during the COVID pandemic. You will therefore need to arrange a virtual meeting with your members via Microsoft Teams and ask 2 of your colleagues to support your nomination. We will then be able to process your application.

1. Arrange a constituency virtual meeting and give at least 7 days' notice (i.e. workplace occupational group or area.) If the constituency is not a workplace, it needs Stewards Committee and Branch Committee approval.
2. Make sure the meeting is 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 stewards (it needs two members to nominate a steward). Make sure members know the nominations in advance.
4. At this meeting: if there is more than one candidate, there should be a vote. The member with the most votes will be elected as a steward.
5. Two stewards can job-share the post, but they would only have one vote on the Stewards Committee. You can have more than one steward. As a guide, there should be one steward per 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.

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EXTRACTS FROM THE NATIONAL AND BRANCH RULEBOOK:

National Rule G.5.1

“One or more stewards shall be elected annually for each work group or workplace by the members in that work group or workplace”.

Branch Rule C.3.2.

“A workplace meeting shall have the following definitions:

(a) For the purpose of electing shop stewards: All members from one department at a place or area of employment, or within an occupational group recognised as a constituency by the Shop Stewards Committee and the Branch Committee”. Such meetings may elect stewards and, if quorate, will mandate their own stewards.”

Branch Rule 4

- 1, Stewards will be elected annually to serve from 1 January to 31 December
2. Stewards will be elected at workplace meetings by ballot or by show of hands or by a ballot (in hard copy or electronically as approved by the branch chair or secretary) of members in the constituency and the result of the election forwarded to the Branch Secretary on the prescribed form which must be signed by two members of the workplace who were in attendance at the meeting.
3. Stewards will not be accredited until they have notified the branch office
6. Stewards elections are subject to confirmation by the branch via the Branch Committee or the AGM (both of which may delegate their powers) and the National Executive.....

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