

# 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 option 2 or email [branchoffice@unison-edinburgh.org.uk](mailto:branchoffice@unison-edinburgh.org.uk) - (details of how to hold Health & Safety elections are on the other side of this sheet).

<b>Membership Number</b>	<input style="width: 100%;" type="text"/>						
<b>Mr/Mrs/Miss/Ms</b>	<b>First Name</b>			<b>Surname</b>			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>			
<b>Department</b>							
<input style="width: 100%;" type="text"/>							
<b>Workplace Address:</b>							
<input style="width: 100%; height: 100%;" type="text"/>							
							<b>Post Code</b>
<input style="width: 100%;" type="text"/>							
<b>Payroll No:</b>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
<i>Please provide a contact number where you can be contacted by the branch and members</i>							
<b>Contact No:</b>	<input style="width: 100%;" 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 style="width: 100%;" type="text"/>						

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

<b>Nominated By:</b> <small>BLOCK CAPITALS</small>	<input style="width: 100%;" type="text"/>				<b>Membership No</b>	<input style="width: 100%;" type="text"/>	
<b>Seconded By:</b> <small>BLOCK CAPITALS</small>	<input style="width: 100%;" type="text"/>				<b>Membership No</b>	<input style="width: 100%;" type="text"/>	
<b>Date of Election/Meeting:</b>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>

# Instructions for Electing Health & Safety Representatives

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, Broadside, 2 Powderhall Road, Edinburgh EH7 4GB. (CEC internal mail can be used to return form).**

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.