

Guide to electronic submission of safety and health representative election notification form

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Introduction

As required by the *Mines Safety and Inspection Act 1994* (section 56), a notice must be given in writing and specify the day on which the election was completed, and must be submitted not later than the seventh day after the election date.

The term of the elected person is two years, commencing on the tenth day after the election date.

The notification form is available from Resources Safety website at ww.docep.wa.gov.au/ResourcesSafety in the mining forms section. The person conducting the election is required to complete and submit this form for all elected representatives, even when elected unopposed.

It is particularly important that the forms are correctly completed to maintain the quality of the data stored in Resources Safety's SHR database.

Only fully completed notification forms will be accepted — incomplete forms will be returned to the approved person to complete before they are processed further.

Using the eForm

As an eForm, there will be some fields that are 'compulsory' or have limits (e.g. date field cannot be set to a future date), and the form will not submit if the fields do not comply with the preset parameters.

The form can be printed at any stage and may be saved – the latter is a particularly useful feature as it reduces data entry if sending in multiple forms or notification is a common activity.

Guidance on completing the fields is given below in line with the numbers on the form (refer to Appendix 1).

Election details

1. Indicate the number of safety and health representatives elected on the specified day.

Note: Given that notification is to be sent within seven days of the election, a time limit has been set for the date field.
3. Provide details of the person who conducted the election, including surname, given names, designation and 'signature'.

To sign an eForm, a person who conducted the election will need to either:

- print the form and sign then post or fax it (email functionality not available); or
- use an electronic signature using Adobe Acrobat.

To set up the electronic signature, click on the 'Signature' field and a popup message box from Adobe will guide you through the process. You only need to do this the first time, unless your logon name changes or you already have a digital ID with Adobe.

Schedule

1. Details of the person elected, including surname, given names, contact details, occupation, period in current position (this may be with several employers for one occupation; e.g. shotfirer for three employers over 11 year period) and period with current employer.

Note: Under section 56 (8b)(b) of the Act, a person is not eligible to be elected as a safety and health representative for an underground mine unless the person has had a total of at least 12 months' experience as a person engaged in underground mining operations.

2. Details of the principal employer, including the registered business name, business address (mailing address) and contact details.
3. Details of the mine(s) elected to represent, including name of the mine or mines, and mine site ID if known, or select exploration or service provider if one of these is more appropriate.

Note: The site name (and mine site ID, if known) must be provided unless the person is not elected for a particular mine site or sites (i.e. is involved in mineral exploration not on a mine site or works for an employer servicing mine sites, such as earth-moving contractors, contract drillers or caterers). The mine site ID is the six-digit number (previously started with letter 'S' but now starts with a zero) allocated by Resources Safety to represent an administrative group for a mining operation (e.g. underground mine, several open pits and a processing plant) and is used to report to AXTAT, CONTAM and MineHealth.

Indicate whether the person has been elected to:

- *perform functions in respect of particular matters (e.g. introduction of a new process), areas (e.g. administration, underground workshop) or kinds of work (e.g. shotfiring); or*
 - *represent a group of employees (e.g. all truck drivers; a particular underground shift).*
4. (a) Indicate whether or not the person has been previously elected as a safety and health representative and, if so, the number of times.

(b) Indicate whether the person has attended an accredited introductory training course for safety and health representatives.

Note: This may not happen until after the election if the person has not previously been elected, in which case select 'has not attended'. Only elected safety and health representatives who have completed the relevant training have the power to issue provisional improvement notices (PINs) to address specific safety and health matters at the mine.

Submission of form


The completed form can be submitted electronically to Resources Safety by clicking on the 'Submit by email' button located on the top righthand side of the form.

If you encounter any problem with the submission process, contact mineshreps@docep.wa.gov.au

Appendix 1 – Notification form [sample only]

Mines Safety and Inspection Act 1994
[Section 56(10)(b)]

Notification of election of safety and health representative(s)



Department of Consumer
and Employment Protection
Government of Western Australia

Resources Safety

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www.docep.wa.gov.au/ResourcesSafety

To the State Mining Engineer

- Notice is given that I conducted an election for safety and health representative(s) on / / and the person(s) named in the Schedule(s)¹ to this notice was/were elected.
- Other information relating to the person(s) elected is also set out in the Schedule(s). In providing some of that information I have relied on information given to me by the person(s) elected.
- I have given notice of the result of the election² to the person elected and the employer³ concerned.

Signature of person who conducted the election Date / /

Surname Given names

Official title

SCHEDULE

- Details of person elected**

Surname Given names

Tel Fax Email

Occupation

Period in current position years months Period with current employer years months
- Employer details** Name of employer
- Business address
- Suburb/town Postcode
- Tel Fax Email

- The elected person was elected for the following mine or mines (name and location, nearest town and postcode)**

Mine site ID/s (if known)

to perform functions in respect of the following matter(s), area(s) or kind(s) of work

Mine site ID not applicable (i.e. statewide operations)

Exploration OR

Service provider

OR the elected person was elected for the following group of employees⁴

- The elected person**

(a) has not been previously elected as a safety and health representative, or

has been previously elected times as a safety and health representative

(b) has attended, or has not attended

an accredited introductory training course for safety and health representatives

Note

- If more than one person was elected, attach a separate Schedule for each person.
- Such notice to be given within 7 days after the election was completed.
- References in this form to an employer may include a principal – see section 55B of the Act.
- Under section 55B(3) of the Act, a contractor or a person employed by a contractor may be treated as an employee, if a scheme so provides.

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