

## Q 5: What rights has an HSR?

As an HSR, you will:

- attend HSR Courses (stage 1/2/3) provided by WorkSafe Reps
- have paid time to carry out the role of an HSR
- represent workers about their Health, Safety and Environment (SHE) concerns and raise issues with the employer
- make recommendations relating to local SHE improvement
- participate in local SHE risk assessment and incident investigation
- participate in regulatory audits
- promote and encourage near miss and incidents reporting
- speak up and call for work to cease immediately if there is an immediate risk
- monitor measures taken by KiwiRail in managing SHE risks

- support workers in injury and illness management process
- issue a Provisional Improvement Notice (PIN) over a breach of the Act

### About us

The HSR Election campaign 2021 is organised by the HSAT Governance Committee, which provides oversight to HSAT structure that supports the worker participation agreement between KiwiRail and RMTU.

If you have any questions relating to HSR election, please feel free to get in touch.

Email: [hsats@kiwirail.co.nz](mailto:hsats@kiwirail.co.nz)



# HEALTH AND SAFETY REPS ELECTION 2021

*Questions & Answers Guide*

## Q 1: What is a Health and Safety Representative (HSR)?

**A:** An HSR is a worker who has been elected by the members of their work group to represent them in health and safety matters.

## Q 2: Who can be nominated as HSR?

**A:** All workers at workplace (union members and non-union members)

## Q 3: How often is the election of HSR held?

**A:** Once every 3 years.



## Q 4: What is the process for HSR elections?

1

Jul 2021

### Review HSRs Representation

The KiwiRail site manager and the RMTU Branch Secretary meet and agree on the number of H&S Reps and work areas that require representation on the Health and Safety Action Team (HSAT), e.g. Freight ops HSAT = LE/Yard staff/admin

2

Aug 2021

### Communicate HSRs Representation

The RMTU Branch Secretary and KiwiRail Manager will list the work areas that require H&S representation and display them on the noticeboard.

*Note: This is a good opportunity to review the HSAT configuration and merge or reconfigure groupings where safety benefits can be gained.*

3

Aug/Sep 2021

### Call for Nominations of HSRs

Nominations will be called for jointly in the workplaces and/or at the Unions Branch Annual General Meeting (AGM)

4

Oct 2021

### Elections of HSRs

If more than one person is nominated for an area, then elections are held for nominated candidates. Only the person working in the area can vote for their nominated candidate.

**Note:** In Auckland and Wellington the KiwiRail site manager and the RMTU Regional Organiser will meet to agree on the number of HSR's and work areas that require representation.

Nominations will be received by 15<sup>th</sup> Sep 2021.

If only 1 nominee is received to represent an area, he/she is awarded the position if endorsed by the employees and/or the local Branch Executive of the RMTU.

If not endorsed more nominations are to be called for.