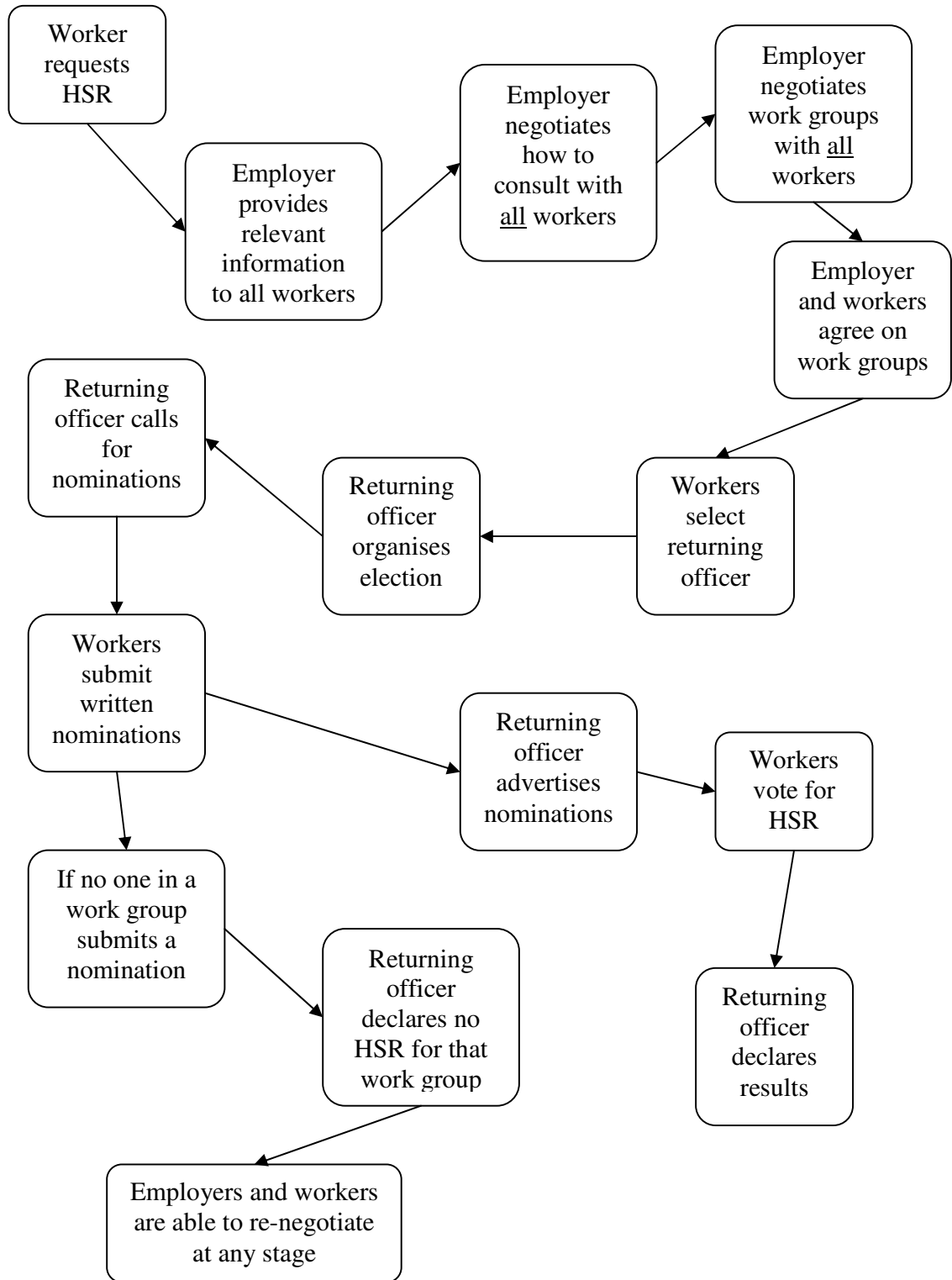


HSR Flow chart



### **1. Worker requests HSR**

If negotiations do not result in the formation of a workgroup within 3 months of the date of the request, a prospective member of a group may ask NT WorkSafe to assist.

### **2. Employer must provide relevant information to all workers**

The employer must provide information to all workers so they are able to understand the process, make informed decisions and provide appropriate feedback.

The employer must document how they informed workers and what information they provided.

### **3. Employer negotiates work groups with workers**

The employer must negotiate with the workers how they will consult, then negotiate the set up of work groups with all workers.

If an employer fails to start negotiations within 1 month of the date of the request, a prospective member of a group may ask NT WorkSafe to assist.

### **4. Employer and workers agree on work groups**

Employer must document all details and keep all records proving how all workers were able to have their say.

### **5. Workers select returning officer**

Workers select returning officer by majority decision. It's important all workers know what the returning officer does before the decision is made.

### **6. Returning officer organises election**

Returning officer must ensure election is conducted in accordance with the Workplace Health and Safety Regulations, ensure election date(s) is suitable and enough time is given to notify all workers.

### **7. Returning officer calls for nominations**

The returning officer must notify and give the opportunity to all workers in their workgroup to submit written nominations to become HSR

### **8. Returning officer advertises nominations**

The returning officer must keep all workers up to date who has submitted a nomination to become HSR.

### **9. Workers vote for HSR nomination**

If there is only 1 nomination in a work group, that work group does not need to vote. If there is more than 1 nomination, the work group must vote by secret ballot.

### **10. Returning officer declares results**

The returning officer must notify the employer of the results of the election. The employer must display elected HSR's in prominent places.