

# Healthy and Safety Rep Registration Form

## TRAINING ATTENDEE INFORMATION

First name:

Last name:

Phone No:

Email:

Occupation:

E.g. Nurse,  
teacher, etc

Industry:

E.g. Healthcare,  
education, etc

Course you are  
enroling for:

Date of course:

Are you a union member?  
If so, which union?

Members of SA Unions Affiliated  
Unions receive training at a  
discounted price

**Dietary or Access requirements:**

CATERING A light lunch is provided daily.  
If you have any special dietary requirements.  
Please advise us at the time of enrolment.  
ACCESS Do you require parking or  
adjustments due to disability? If yes,  
we will contact you prior to the course.

## ELECTION & WORKGROUP DETAILS

Worksite:

State Health  
& Safety Rep

☐

Commonwealth  
Health & Safety Rep

☐

Designated Work Group:

What is the designated work  
group you are representing?

State Deputy  
Health &  
Safety Rep

☐

Commonwealth Deputy  
Health & Safety Rep

☐

How many workers does  
your Designated work  
group cover?

If Known. (Approximate figures  
will suffice).

SWSA Registration  
Number

If known.

Has your employer  
(PCBU) updated  
Comcare on your  
election?

☐

If known.

Date of election:

Your employer is responsible for  
registering you as a Health and  
Safety Rep after your election  
through the SafeWork SA portal:  
This can be done at

[safework.sa.gov.au/licence/home](http://safework.sa.gov.au/licence/home)

PCBUs are also required to have an  
up-to-date list of HSRs and Deputy HSRs  
(if any) for each work group and display  
this list in the workplace & submit this list  
and any changes to Comcare-email the  
list and updates to [hsr@comcare.gov.au](mailto:hsr@comcare.gov.au).

## EMPLOYER DETAILS

This should be the person that is approving your training, this could be a supervisor,  
HR representative or a training coordinator.

Employer  
Contact Person:

Phone No:

Company:

Email:

## ACCOUNT & PAYMENT CONTACT

This is person responsible for processing payments.

Account  
Contact Person:

Phone No:

Purchase Order  
Number:

Email:

Please ensure you  
quote a Purchase  
Order Number if it's  
a requirement of  
your organisation.

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## ABOUT HSRs

### Registration

It is an employer's obligation to register a HSR as soon as possible following their election. This can be done here at [app.safework.sa.gov.au/licence/home](http://app.safework.sa.gov.au/licence/home)

### HSR Training

As a Health and Safety Representative (HSR), it is important that they properly understand their role and how, where and when to use the legal information given to them.

HSRs are entitled to choose their own training provider. Training entitlements during a 3-year term of office are:

- First year - 5 days
- Second year - 3 days (SA); 1 day (Commonwealth)
- Third year - 2 days 2 days (SA); 1 day (Commonwealth)

## TERMS OF SERVICE AGREEMENT

### Enrolment of individual participants

Enrolment into training programmes will be always conducted in an ethical and responsible manner, ensuring fairness and compliance with the Equal Opportunity Act 1984, Disability Discrimination Act 1992, Racial Discrimination Act 1975, and Sex Discrimination Act 1984 legislation. Participant enrolments are subject to availability of places on the training program, based on the maximum number (20) of participants SafeWork SA and Comcare allow. The training venue will also be considered when deciding how many participants can be enrolled in any course. SA Unions will consider the number of participants that can be accommodated under the circumstances e.g., safety, capacity of training venue, type of course and learning structures within the course. If a training course is fully booked, participants will either be placed on a "reserve" list or offered a place on another date. Participants on the "reserve" list of a fully booked course are given priority should a place become available. Enrolments will be considered tentative until an enrolment form has been received. Should participant numbers reach maximum, and another person wishes to enroll on a course where there is a tentative enrolment, SA Unions will contact the tentative booking and request that an enrolment form be received by COB the following workday, to confirm enrolment

### Code of conduct

Dress code is neat casual. Participants attending SA Union courses who demonstrate behaviour of a disruptive, objectionable, or anti-social behaviour will be asked to leave the course. The employer will be contacted and payment of any fees owing will be due within 5 working days of the participant leaving the course. Code of Practice - Grievance Procedure SA Unions is committed to resolving grievances with fairness, equity, and efficiency. The grievance process provides for grievances to be raised in the first instance with the WHS Training Manager.

### Special Needs

If you have any physical or other impairments (e.g., English language difficulties, dyslexia) that may affect your ability to successfully undertake the training, please advise us on enrolment. We can, with your participation, implement flexible delivery options, to optimise the ease and benefit of your learning.

To help develop the skills needed to effectively represent workers in their work group, HSRs are entitled to attend approved HSR training and should do so as soon as possible after being elected.

All HSRs and deputy HSRs are entitled to attend approved training during each year of their term of office, with course costs and time off work paid for.

**The initial 5 days of training must be completed in the first year of office.**

**If HSRs are re-elected for another 3-year term, they will have the same training entitlements if a state HSR, while Commonwealth HSRs receive a single day per year ongoing.**

Employer must allow HSRs to attend HSR training (up to the prescribed training entitlement) within 3 months of making a request. This training time must be paid at the usual pay rate. Employers must also cover the course fees and any other reasonable costs.

### Length of the course

Participants are expected to attend the full length of the course. If you require flexibility in attendance, please contact us to discuss options as you may need to return to complete the course.

### Refunds and Cancellation

Full refunds are offered if SA Unions is unable to deliver the course. The following percentage of refund will apply to all training cancellations:

- Where >14 days notice - full refund
- Where 7-14 days notice - 50% refund
- Where < 7 days notice - no refund

### Privacy

- Our Privacy Statement, which can be viewed at [saunions.org.au/privacy-statement/](http://saunions.org.au/privacy-statement/)
- The information in this form will be shared with your employer
- To provide a better training experience and to make workplaces safer, SA Unions works with affiliated unions to build and share industry knowledge and worker power.
- The details in this form may be shared with your relevant affiliated union.
- SA Unions may use photos taken during training, on printed materials, on our website and on other social media channels.
- To be kept up to date with issues relating to both my role as a HSR and the broader issues affecting workers.

Training  
Attendee  
Signature:

Date:

Employer Contact  
Person Signature:

Date: