Dear [insert name of successful candidate]

Congratulations! You have been successfully elected to be a Health and Safety Representative (HSR) for [insert area represented] effective from [insert date elected].

The role you will play as an HSR is to represent your fellow workers and others in all health and safety matters. Please see attached the HSR Role Statement which provides an overview of your role. Please don't hesitate to contact me if you have any questions.

It takes time to be an HSR which is why you will receive full management support to undertake the role. The basic requirements of the role are as follows:

* to attend a five-day HSR introductory training course;
* contribute approximately [insert estimated time] to health and safety per week;
* carry out regular workplace inspections of the work area at least once every [insert frequency]; and
* attend Health and Safety Committee meetings every [insert frequency].

**Health and Safety Representative training course information**

The HSR introductory five-day training course is required to be completed within 3 months from your commencement date. However, it is encouraged that you attend this training course as soon as possible, to ensure you have the knowledge and skills to undertake this important role.

Visit the following link for a list of approved HSR training providers: <https://hsrmatters.safetyline.wa.gov.au/rtos/five-day-course-training-providers/>

Please feel free to contact me should you have any questions or require any assistance.

Yours sincerely

[Insert name]