

I _____ *insert name* hereby formally resign

from my position as the Health and Safety Representative for

_____ *insert work group name*

effective _____ *insert date*

The reason for my resignation is:

- No longer employed by / within the work group for which I was elected
- Resigned from JCU
- Other (please provide details below)

Signature of HSR _____ Date _____

Handover Checklist (to be completed by resigning HSR)

- Clear contact details from any internal documentation e.g. posters, Division / Directorate / College website
 - Incident investigations / workplace inspections - finalise or handover any outstanding items
 - Formally notify work group of resignation
 - Email this form to safety@jcu.edu.au

This section to be completed by WHS Unit

Name of WHS representative processing resignation _____

- Update HSR list
 - Updated HSR list published to WHS website and forwarded to WHSQ
 - Formal invitation for HSR nominations to work group (if applicable)
 - Save completed form in TRIM