

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](mailto: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