



Government
of South Australia

SafeWork SA

HSR ONLINE REGISTRATION PORTAL Information Guide for HSRs

ONLINE HSR REGISTRATION PORTAL

INFORMATION GUIDE FOR HSRs

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B: HSR ONLINE REGISTRATION PORTAL – INFORMATION GUIDE FOR HSRS

About the HSR Online Registration Portal

What is the HSR Online Registration Portal?

The Online Registration Portal is designed to keep your contact information up to date. You can enter the portal at any time to update and view your own information.

How did SafeWork SA get my information?

You have either previously been registered as a HSR or your employer may have provided some basic information to SafeWork SA about your election. If you have been elected after February 2014, there may be some details missing from your record. It is important for you to keep your contact information up-to-date.

Who has access to my record?

You, your employer, approved training providers and SafeWork SA personnel. The approved HSR Training Providers have access to update your training information once you have attended training. You can update information related to you personally.

How does SafeWork SA use my information?

Any information provided is treated in the strictest confidence and is only provided to SafeWork SA for the purposes of communication with you and in the development of policies and programs for HSRS in South Australia. SafeWork SA does not share your information with, or sell your information to, third parties

Why does my employer have access?

Your employer has a legal duty to notify SafeWork SA of your election as a HSR. This assists in keeping accurate records.

What if I resign from my job?

Any information relating to your election that requires updating (i.e. resignation from employment/HSR role, change of workgroup etc.) can be done through your employer.

How will I know when my term of office expires?

The system will automatically expire your registration as an HSR should your term of office end. You and your employer will be notified prior to expiration that your term of office is about to end. If your term of office expires without notification of your re-election, you will lose access to the HSR Portal and your registration will be terminated.

Who do I contact if there are technical problems with the Portal?

Contact the SafeWork SA Help Centre on 1300 365 255 for assistance. Business hours are 8.30 to 5.30 pm, Monday to Friday. See also the 'Troubleshooting' page and the end of this document.

B.1 VIEW/EDIT HSR DETAILS

1. In your web browser, open the web page <http://www.safework.sa.gov.au/licence/home> and save the link to your Favourites – you can also follow the path on the SafeWork SA web site <http://www.safework.sa.gov.au> - **WHS / Representation and Participation / HSR Online Registration Portal**.
2. Select 'I am a registered HSR'.

SafeWork SA
safe, fair, productive working lives




To use the SafeWork SA Online Portal, you must first be registered with this Portal.
If you have forgotten your login details, or require assistance registering, please contact the SafeWork SA Help Centre on 1300 365 255, Monday to Friday between 9:00am and 5:00pm.

Please select one of the following options:

- I have already registered with SafeWork SA's online portal as a PCBU (Employer) and have Client Number and Password
- I am an PCBU (Employer) and want to register with SafeWork SA's online portal for the first time
- I am already registered with SafeWork SA as an Approved Training Organisation
- I am a registered HSR

Please enter the following details, and click Next to continue.

HSR ID	<input type="text"/>
Password	<input type="password"/>

 Next

3. Using the HSR ID and Password that were sent to you electronically by email or SMS, Enter your HSR ID and Password into the relevant fields.



4. Click on **Next**
5. To open your registration, click on 'View/Edit My Details'.
6. Complete any fields that are missing information.
7. Fields marked with an asterisk (*) are mandatory. Incomplete information will result in an unsuccessful registration.
8. Click on 'Save' and/or print the page for your records.
9. Log out to end your session.

B.2 TROUBLESHOOTING

1. If you do not have a HSR ID number or a password, ask your employer to log in to the system to register your election.
2. If you have forgotten your password, complete the Reset Password fields and an email or SMS will be sent to you with your new password. You can also reset your password once you have logged in to the Portal.

If your password requires resetting enter your HSR ID and mobile or email and click the "Reset Password" button.

HSR ID	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
	<input type="button" value="Reset Password"/>

3. If you have any problems accessing the site, please contact the SafeWork SA Help Centre on 1300 365 255.
4. If you are locked out you will need to close down your web browser and try again.
5. If the Portal does not accept your login details after 3 unsuccessful attempts, contact the Help Centre to check your log in details.