CHOOSE DATE

To: ENTER MANAGER AND DEPARTMENT and ENTER NAME(S) JOHS COMMITTEE CO CHAIR(S)

Re: Notice of Appointment to ENTER NAME OF WORKSITE/DEPARTMENT/PROGRAM Joint Occupational Health & Safety Committee

We write to advise you that ENTER WORKERS’ NAME is appointed as a worker representative on the Joint OHS Committee effective CHOOSE DATE and is authorized to represent HEU members with workplace health and safety matters.

ENTER WORKERS’ NAME will serve as:

* Choose an item.
* Choose an item.

It is the union’s position that the above-named worker representative shall participate in both

workplace inspections and accident/incident investigations.

The employer must provide education entitlements to new worker representatives **within the first six (6) months of appointment** to the JOHS Committee, as per the *Occupational Health and Safety Regulation 3.27 (2): Minimum training requirements for new joint committee members or worker health and safety representatives.*

**JOHSC Co-chairs, please ensure the following action items upon appointment:**

• Update posted and online JOHS Committee membership lists

• Ensure new JOHS Committee worker representatives receive a meeting invitation and documents including a copy of the most recent meeting minutes

• Provide supportive information on how to book time off that is reasonably necessary to participate in meetings, and fulfill other duties and functions of the JOHS Committee, including workplace inspections and accident/incident investigations

Sincerely,

ENTER NAME LOCAL CHAIR

cc: ENTER NAME HEU SERVICING REP
 ENTER NAME NEW HEU WORKER REP

 Local records