CHOOSE DATE

To: ENTER MANAGER AND DEPARTMENT:

Re: Notice of Appointment of Worker Health and Safety Representative for ENTER NAME OF WORKSITE/DEPARTMENT/PROGRAM

We write to advise you that ENTER NAME OF WORKER is appointed as a **worker health and safety representative** effective CHOOSE DATE and is authorized to represent HEU members with workplace health and safety matters including participation in both workplace inspections and accident/incident investigations.

The employer must provide education entitlements to new worker health and safety representatives **within the first six (6) months of appointment**, as per the Occupational Health and Safety Regulation 3.27 (3): *Minimum training requirements for new joint committee members and worker health and safety representatives*.

Sincerely,

Local Chairperson

cc: ENTER HEU SERVICING REP NAME  
 ENTER NAME OF NEW WORKER HEALTH AND SAFETY REP

ENTER NAMES OF LOCAL EXECUTIVE