CHOOSE DATE

To: ENTER NAME HEU WORKER REPRESENTATIVE  
ENTER LOCATION AND DEPARTMENT

We are pleased to let you know you have been selected by your local as a worker representative on your worksite Joint Occupational Health and Safety (JOHS) Committee. Welcome!

As a worker representative, you must receive instruction and training on JOHS Committees within six months of your appointment, as per *Occupational Health and Safety Regulation (OHSR) 3.27.*

It is the union’s position that you shall participate in both workplace inspections and accident/incident investigations.

Your time for committee work, including education, is paid by your employer. Please review your collective agreement for additional provisions that you may access for JOHS Committee education opportunities.

**What you can expect once appointed:**

• an invitation to your next meeting and past meeting minutes;

• information on education entitlement; and

• instructions on how to book off time to participate in meetings, and fulfill other duties and functions of the JOHS Committee, including workplace inspections and accident/incident investigations

HEU also offers a two-day Introduction to Occupational Health and Safety course several times per year. Please refer to the HEU website: heu.org/health-and-safety-education

During this workshop, participants will have the opportunity to:

• discuss their experiences with health and safety issues at work;

• look at the patterns of OHS concerns among members in different work sites;

• understand the structure, roles and functions of the JOHS Committee;

• learn how health and safety issues are resolved;

• gain information on the Workers’ Compensation Act and OHSR; and

• organize around health and safety issues at work

**What we need from you:**

Please provide the following information as soon as possible to ENTER CHAIRPERSON’S EMAIL ADDRESS so that we can notify your immediate manager or supervisor of your appointment:

• Manager/supervisor name

• Manager/supervisor contact (email)

• Your unit/department/program

• Your preferred method of contact (work phone or email). Please note this will be made available to the workplace employees:

If you have any further questions, or you are unable to fulfil your commitment, please advise your local chairperson immediately.

Thank you for your interest and agreement to represent our members. Dedicated members like you help keep our union strong!

In solidarity,

ENTER NAME LOCAL CHAIR  
ENTER CONTACT INFORMATION

Cc:

ENTER NAME HEU SERVICING REP