



BURNABY TEACHERS' ASSOCIATION
 #115-3993 HENNING DRIVE, BURNABY, B.C., V5C 6P7

Telephone: (604) 294-8141
 Fax: (604) 294-9846

September 2017

To: **BTA Staff Representatives**
 From: BTA Health and Safety Committee

RE: BTA SITE-BASED HEALTH AND SAFETY CONTACT PERSON 2017-2018

The BTA Health and Safety Committee would again like to develop links with each school through a HEALTH and SAFETY CONTACT PERSON who is also on the site-based Health and Safety Committee.

We feel that school contacts are **very important**. Information can be obtained and dispersed more efficiently through an effective communications network.

The site-based Health and Safety Rep is responsible for the following tasks:

- a) **working with the other members of the committee to fulfill the duties and functions of the WCB mandated Joint Health and Safety Committees;**
- b) **providing and disseminating information received from the BTA Health and Safety Committee;**
- c) **providing the BTA with the minutes of the monthly Joint Health and Safety Meetings at your school and the reports of health and safety incidents in your school.**

Please provide us with the name of a **HEALTH and SAFETY REP**, using the space provided below. Please **RETURN** this form to the BTA Office by **FRIDAY, SEPTEMBER 29th, 2017** or **BRING IT TO THE BTA REPRESENTATIVE ASSEMBLY on SEPTEMBER 26th**, at 4:00 p.m. If you are unable to return the form by that date, please phone the information into the BTA Office (604-294-8141) or fax (604-294-9846), or email bta3@bctf.ca

Your cooperation and assistance is appreciated.

NAME OF SCHOOL: _____

NAME OF H & S CONTACT: _____

PERSONAL EMAIL ADDRESS: _____

HOME PHONE NUMBER: _____

Your email address will be added to the BTA's 2017-2018 Health and Safety Contacts' E-list. Please ensure the email address provided is current.

PLEASE RETURN TO THE BTA OFFICE BY FRIDAY, SEPTEMBER 29th, 2017.