



BURNABY TEACHERS' ASSOCIATION

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

Telephone: (604) 294-8141

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September 2020

To: **BTA Staff Representatives**

From: BTA Health and Safety Committee

RE: BTA SITE-BASED HEALTH AND SAFETY CONTACT PERSON 2020-2021

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 CONTACT PERSON**, using the space provided below.

Please submit to the BTA Office either by sending a digital copy to bta3@bctf.ca or through the district mail to the BTA Office by FRIDAY, SEPTEMBER 25th, 2020. If you have any issues please call or email the BTA Office at (604)294-8141 or bta3@bctf.ca.

Your cooperation and assistance is appreciated.

NAME OF SCHOOL: _____

NAME OF H & S CONTACT: _____

PERSONAL EMAIL ADDRESS: _____

CELL PHONE NUMBER: _____

Your email address will be added to the BTA's 2020-2021 Health and Safety Contacts' E-list. Please ensure the email address provided is current.

PLEASE RETURN TO THE BTA OFFICE BY FRIDAY, SEPTEMBER 25th, 2020.