



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

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

September 2018

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

**RE: BTA SITE-BASED HEALTH AND SAFETY CONTACT PERSON 2018-2019**

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. **IF POSSIBLE BRING IT TO THE BTA REPRESENTATIVE ASSEMBLY on SEPTEMBER 18<sup>th</sup>**, at 4:00 pm, or please **RETURN** this form to the BTA Office by **FRIDAY, SEPTEMBER 21<sup>st</sup>, 2018** 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.

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**NAME OF SCHOOL:** \_\_\_\_\_

**NAME OF H & S CONTACT:** \_\_\_\_\_

**PERSONAL EMAIL ADDRESS:** \_\_\_\_\_

**HOME PHONE NUMBER:** \_\_\_\_\_

*Your email address will be added to the BTA's 2018-2019 Health and Safety Contacts' E-list. Please ensure the email address provided is current.*

**PLEASE RETURN TO THE BTA OFFICE BY FRIDAY, SEPTEMBER 21<sup>st</sup>, 2018.**