



POINTERS FOR OSSTF TTBU BRANCH HEALTH and SAFETY REPRESENTATIVES

An OSSTF TTBU Branch Health and Safety Representative may be the workplace "site contact" as per the following excerpt from the Terms of Reference which govern the TDSB's joint Health and Safety Committees:

SITE CONTACTS

9.1 *Site contact person(s) shall be chosen/appointed at the beginning of each school year by the worker members at that site.*

The duties of the site contact shall include:

- *Act as liaison/spokesperson for staff about health and/or safety issues when requested*
- *Assist in completion of Concern Forms and contact the appropriate member(s) of the Regional Health and Safety Committee with concerns about the site not addressed through normal channels (refer to section 13, Concerns, Near Misses/Incidents and Accidents.)*
- *Assist in the recording of near miss/incidents and injuries, which do not result in lost time. This information will be made available to staff, the inspection/investigation/testing team and forwarded to the respective Regional Health and Safety Committee.*
- *Accompany the inspection/investigation/testing team as deemed necessary by the inspection/investigation/testing team. Distribute or post Health and Safety materials.*
- *Prepare pre-inspection form for the inspection team upon their arrival at the site.*

9.2 *The site contact person(s) will receive all information required at the site (e.g., minutes of meetings) and ensure that it is available for all staff."*

Otherwise, the OSSTF TTBU Branch Health and Safety Representative should:

- Be prepared to relay to members the summary of the October 22, 2011 Bill 168 Violence Survey seminar before that survey is launched at your Branch.

- Familiarize himself/herself with Section 20 of the "Branch President's Manual" found on the www.osstftoronto.ca website under the TTBU Resources and Documents - Branch President's Manual tab.
- Familiarize herself/himself with the Health and Safety items found on the www.osstftoronto.ca website under the TTBU Resources and Documents - Health and Safety Forms and Information tab.

Representatives should also be aware that the Terms of Reference for joint Health and Safety Committees in the TDSB **DO NOT** permit "Site Contacts" or "OSSTF Representatives" to sign Ministry of Labour Reports. Instead, have the Ministry of Labour Inspector contact the proper "Worker Representative":

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NOTE: The OSSTF Branch Health and Safety Representatives should encourage that Occupational (worker) Health and Safety is a standing item on every Staff (not OSSTF) Meeting agenda.