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January 17, 2018

To: All Local OH&S Liaisons

From: James Hart, VP & Chairperson of the AUPE Standing Health and Safety Committee

**Re: Terms of Reference
Local OH&S Liaison**

Background

The AUPE Constitution mandates the Occupational Health and Safety (OH&S) Standing Committee *to ensure that the membership is informed of all relevant information on Occupational Health and Safety*. In order to fulfill that mandate, the OH&S Committee determined that communication between the Committee and the Locals needed to be improved.

Goals

The Local Occupational Health and Safety Liaison position was created to provide more effective communication between the Locals and the OH&S Committee. The goal is to create two-way communication between the Locals and the OH&S Committee so that information is communicated to the Locals in a timely and consistent manner. Further, the issues of each Local can be communicated to the OH&S Committee more efficiently.

Definitions

Liaison - a person who establishes and maintains communication for mutual understanding and cooperation.

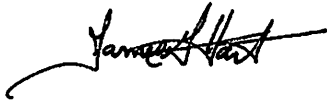
To achieve these goals the Local OH&S Liaison shall:

- Attend meetings of the Local Occupational Health & Safety sub-committee, if such exists
- Report in writing at least once per year to the OH&S Standing Committee the OH&S concerns of the Local
- Report, in writing, at least three times per year to the Local Council on the execution of their duties
- Communicate Local OH&S issues; educational needs, resource requirements to the OH&S Standing Committee

G. Smith President	J. Heistad Executive Secretary-Treasurer	M. Dempsey Vice-President	R. Feland Vice-President	B. Gostola Vice-President	J. Hart Vice-President	S. Slade Vice-President	K. Weiers Vice-President
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- Identify OH&S worksite advocates/contacts
- Identify existing worksite OH&S committees and contact information
- Promote OH&S education by communicating to the Locals available courses, seminars, conferences, and literature available. (AUPE OH&S website)
- Circulate OH&S posters and brochures to the membership
- Represent the interests of all members of the Union
- Be a worksite contact.

In Solidarity,



James Hart
Chairperson, AUPE Health & Safety Standing Committee
JH/kc/