



Instructions/Guidelines For Selecting a Health & Safety Site Contact

Section 9.1 of the "Terms of Reference" for TDSB Joint Health & Safety Committees requires that a Site Contact person be chosen by the workers at that site, at the commencement of each school year.

All Principals/Site Supervisors are required to ensure workers are provided the opportunity to choose a non-management Health & Safety Site Contact.

The name of this contact **must be** posted on the designated Health & Safety Bulletin Board at your site **and** forwarded to the Health & Safety office: occuphealth_safety@tdsb.on.ca at the beginning of the school year.

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 & 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 & Safety Committee.
- Accompany the inspection/investigation/testing team as deemed necessary by the inspection/investigation/testing team.
- Distribute or post Health & Safety materials.
- Prepare pre-inspection form for the inspection team upon their arrival at the site

Questions may be directed to Health & Safety Office at occuphealth_safety@tdsb.on.ca or 416-397-3213.