

To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: September 3, 2024
Regarding: **Reminder - Election of Workplace Stewards/Alternates and Health and Safety Representatives 2024 – 2025**

ETFO Thames Valley Teacher Local is now looking for the names of the Workplace Stewards/Alternates and Health and Safety Representatives for the 2024 – 2025 school year. Please hold a staff meeting to determine who will represent your school in these important roles and send the required information to the Local office by Friday, September 13, 2024.

1.0 The Workplace Steward must be elected into the position as per our Constitution and By-Laws.

By-Law VII - Section 5 - Duties of Workplace Stewards and Alternates

7.5.1 Workplace Stewards or their Alternates shall:

- a) be elected / appointed by the Active Members within the workplace;
- b) attend Stewards' Council and Workplace Stewards' training sessions;
- c) attend Regional Meetings in their area, General Meetings and the Local Annual Meeting;
- d) help keep Members informed about activities, services, achievements and developments from Federation and the Local;
- e) help keep the Local informed about Members' circumstances/concerns within their instructional site;
- f) act as a poll clerk for Active Member in-school votes;
- g) be a member of the In-school Staffing Committee.

2.0 The Health and Safety Representative makes up a part of the Site Joint Health and Safety Committee in your work site.

By-Law VII - Section 6 - Duties of Health and Safety Representatives

7.6.1 Health and Safety Representatives shall:

- a) complete quarterly inspections of their school site and participate in the Annual Inspection of their school site;
- b) attend site Health and Safety Meetings;
- c) report health and safety concerns to the Site Manager (Principal), and to the Local Executive Liaison when the response from the Administrators does not correct the problem;
- d) attend Health and Safety Representative Training workshops and meetings; and
- e) strive to complete all their duties as outlined in the Terms of Reference for the Structure and Function for Joint Health and Safety Committees and Site Committees as agreed between the Board and the Local.

After these positions have been elected please complete the Workplace Stewards/Alternates and Health and Safety Representatives Submission Form and fax (519-474-3664) or e-mail (etfotvtl@etfothamesvalley.com) by Friday, September 13, 2024.

For more information regarding this *Communiqué* please contact the Local office by phone at 519-474-3150, or by email at etfotvtl@etfothamesvalley.com

c. ETFO TVTL Released Officers

“The collective agreement is the rule book, not a guidebook.”

**WORKPLACE STEWARDS/ALTERNATES
AND HEALTH AND SAFETY REPRESENTATIVES SUBMISSION FORM
2024 - 2025**

School: _____

Workplace Steward Information

Workplace Steward (1 Main Steward)

Name: _____

Personal E-mail: _____

Workplace Steward Alternate #1

Name: _____

Personal E-mail: _____

Workplace Steward Alternate #2

Name: _____

Personal E-mail: _____

Workplace Steward Alternate #3

Name: _____

Personal E-mail: _____

Workplace Steward Alternate #4

Name: _____

Personal E-mail: _____

Health and Safety Representative Information

Health and Safety Representative

Name: _____

Personal E-mail: _____

Please complete the Workplace Stewards/Alternates and Health and Safety Representatives Submission Form and fax (519-474-3664) or e-mail (etfotvtl@etfothamesvalley.com) by Friday, September 13, 2024.