



**NATIONAL OFFICE MEMORANDUM  
NO-26-2009**

<b>DATE</b>	May 20, 2009	<b>PRIORITY</b>	
<b>TO</b>	National Board of Directors		
<b>RE</b>	<b>Referrals to Policy Health and Safety Committee</b>		

Sisters and Brothers.

As discussed at the March 2009 NBoD meeting during the Occupational Safety and Health Committee report, the following outlines the process for referring issues to the National Policy Health and Safety Committee for review.

**Referral to Policy Health and Safety Committee**

One of the duties of a national Policy Health and Safety Committee under the *Canada Labour Code, Part II* (section 134.1(4)(b)) is to consider and expeditiously dispose of matters referred to it by a work place committee or a health and safety representative.

For this purpose, the Agency's Policy Health and Safety Committee has approved the [referral form \(Word, 102 KB\)](#) for use by local Work Place Committees and Health and Safety Representatives.

For tracking purposes, and to ensure that all information and documentation is forwarded to the national level for consideration, the Referral Form must be forwarded to the Policy Health and Safety Committee through your Regional OHS Coordinator.

If you require additional information or further clarification with respect to the referral process, please contact your [Regional OHS Coordinator](#).

Should this protocol not be working in your area, please contact myself for review and correction.

The health and safety of our members is of paramount importance to CIU, let's make sure everyone enjoys a safe workplace.

In Solidarity,

Jason McMichael  
4<sup>th</sup> National Vice-President

Attachment