Date: [Insert]  
Subject: New Health and Safety Representative

Dear Staff Members,

I hope this email finds you all well!

I am writing to inform you of an important update to our workplace health and safety procedures. As part of our commitment to maintaining a safe and healthy work environment, we have appointed a new Health and Safety Representative.

I am pleased to announce that [Insert Name] has been selected for the role of your Health and Safety Representative. We are confident that [Insert Name] will bring their dedication and commitment to health and safety to this role by promoting and enforcing health and safety measures within our organization and collaborating with our management team to ensure the well-being of all of our staff members at <Organization Name>.

(Insert name) will be your first point of contact regarding matters of health and safety. Exceptions to this might occur in the case of immediate life-threatening incidents, which is when emergency services must be called, or if they are off duty, in which case management will be available as the secondary contact.   
  
Specifically, [Insert Name] will be responsible for the following in their role as the new Health and Safety Representative (adjust as needed):

* Receiving and addressing health and safety complaints, taking necessary actions and providing resources or information where required.
* Maintaining records of work accidents, health hazards, and resolutions to health and safety complaints, and regularly monitoring this data.
* Conducting monthly inspections of the workplace.
* Identifying actual and potential workplace hazards and reporting them to management.
* Participating in the investigation of critical workplace injuries or fatalities.
* Conducting inspections in the event of a work refusal.
* Providing written recommendations to management to improve health and safety procedures.
* Meeting with management as needed to address health and safety issues.
* Participating in inquiries, investigations, studies, and inspections related to employee health and safety.
* Cooperating with health and safety officers.
* Participating and being consulted about the planning and implementation of changes affecting occupational health and safety, including workplace health and safety testing, work processes and procedures.
* Contributing to the development of health and safety policies and programs, including harassment and hazard assessment policies.
* Maintaining the safety bulletin board.
* Contributing to the development, implementation, and monitoring of a workplace violence prevention policy.

We will be providing [Insert Name] with the training and resources they need in order to fulfill their role effectively and efficiently. We encourage all staff members to reach out to [Insert Name] with any questions or concerns regarding health, safety, and well-being in the workplace by contacting them at:  
  
[Insert Contact Information]  
[Insert Contact Information]

If you have any additional questions, please feel free to reach out to management or myself.   
  
Thank you for your cooperation in maintaining a safe and healthy workplace.

Sincerely,

[Insert Name, Insert Title]

<Organization Name>