

## Joint Health & Safety Committee/Representative Re-certification Applicant Submission Checklist

To receive your Joint Health & Safety Committee/Representative Re-certification you must submit your form and documentation to the Northern Safety Network Yukon (NSNY). The cost for the re-certification is \$25.00 per person.

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact info: \_\_\_\_\_

All documents listed below must be submitted at the same time for review and only one applicant per submission. Please complete this form and attach it to your submission package.

**\*All documentation submitted must be recent (within the last year) to show active participation in duties.**

### **Documents to be submitted if you are part of a *Joint Health & Safety Committee*:**

Minutes of a Joint Health & Safety Committee meeting(s) which:

- Show recommendations that were made to management with follow-up
- Show corrective actions
- Show inspection reports reviewed
- Show investigation reports reviewed (if possible)
- Bears the applicant's name and signature

### **Documents to be submitted if you are a *Health & Safety Representative*:**

- Completed Inspection reports with corrective actions
- Completed Hazard Assessments with corrective actions
- Minutes of a Toolbox and/or safety meeting you have run
- Completed Investigations with corrective actions (if possible)

I, \_\_\_\_\_ certify that the above mentioned documents for submission were prepared and completed and/or reviewed by myself and true to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please note: During the NSNY review process, if it is found that the documentation does not demonstrate that the H&S committee member or the H&S Representative are performing their duties as required, the applicant may be required to participate in the NSNY Joint Health & Safety Committee/Rep course to recertify.