**Letter to Unions for the Formation of a Safety Committee**

Dear Union:

 The Agencyis forming or re-establishing a Safety Committee to include an equal number of management and union represented employees. In addition to the central Safety Committee, the goal is to establish or maintain functioning committees in each of our offices/facilities/regions. The central committee will include a total of [number of total members (at least 4 not more than 12)] members. Because this agency has employees who are also represented by other union names*,* you should provide us with the names of [number of names based on union numbers] employees who are willing to serve on the committee.

 Management and union represented employees serving on the Safety Committee will receive initial and periodic training to ensure that they have the ability to effectively perform their responsibilities. The initial training will be required for all committee members. Meetings will be held monthly or quarterly, and work time will be permitted to perform all safety committee responsibilities.

 You can assist with our safety and health efforts by providing these names on or before [two weeks]. If no names are provided, employees will be appointed to serve, and their names will be provided to you. Questions may be referred to Safety Coordinator or me.

Signed Human Resource Director or Labor Relations Coordinator