



Safety Committee Member Educational Leave Request Form

Health & safety committee members are entitled to eight hours of educational leave per year. Committee members can request their entitlement training by completing the form below. Support of both the committee's co-chairs and the employee's supervisor is required.* A list of recommended external training providers and courses is posted on the safety committee SharePoint site.

If the committee chairs agree with the training selected, the request will be forwarded to Safety & Risk Services (SRS) for final approval. If the committee does not agree, the co-chairs will hold a special meeting with the member to assist in identifying a training program or seminar that supports the duties and functions of this committee.

Safety Committee Member

Name	Safety Committee	Date Joined Committee
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail	Supervisor	
<input type="text"/>	<input type="text"/>	

Educational Course

Course Name	Delivered by:	
<input type="text"/>	<input type="text"/>	
Course Date	Duration (hours)	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>

This Education Leave Request is supported by:

Worker Co-chair Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer Co-chair Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please submit the completed form to Safety & Risk Services at: ehrs_sfu@sfu.ca

Approval by SRS is required **prior** to course registration.

*Supervisor support is not required for TSSU members who plan to attend the training course during unscheduled time.