[DATE]

The Chairperson

# Board of Trustees

# ***School name***

# ***Address***

# ***Address***

# ***Address***

Tēnā koe Chairperson [or insert name]

**Covid-19 Pandemic Planning**

I am writing to request that as the elected Health and Safety representative for our school, I be included in any pandemic planning that is currently taking place to prepare our school in the event that the Covid-19 virus continues to spread.

Under the Health and Safety legislation, employers must engage with their workers on health and safety matters.

Engaging with workers includes:

* sharing information about health and safety matters so that workers are well- informed, know what is going on and can have a real say in decision-making
* giving workers reasonable opportunities to have a say about health and safety matters listening to and considering what workers have to say
* giving workers opportunities to contribute to the decision-making process relating to a health and safety matter
* considering workers’ views when decisions are being made updating workers about what decisions have been made.
* If workers are represented by Health and Safety Representatives, engagement must involve those representatives

We also have a Health and Safety Committee to support the on-going improvement of health and safety at work. One of an HSC’s main functions is to assist in developing standards, rules, and policies or procedures relating to work health and safety, including and especially emergency and pandemic planning.

The Health and Safety Workplace Act and the Employment Relations Act require us to work together in good faith to provide a safe work environment and systems of work. I look forward to working with you on these matters.

Naku noa, nā

[signature]

**[your name]**

**Health & Safety Representative**

cc. Principal