



UAW-GM Center for Human Resources

200 Walker Street • Detroit, MI 48207

(313) 324-5000 • FAX: (313) 324-5580 • TDD: 1-800-544-1186



DATE: **September 19, 2018**

TO: All UAW General Motors and GMCH Local Union Presidents, Chairpersons, Vice Presidents, Recording Secretaries, Financial Secretaries and Alternate Health and Safety Representatives

General Motors and GMCH Plant Managers, Personnel Directors, US Safety Group Managers, Safety Supervisors and Alternate Health and Safety Representatives of UAW-Represented Plants

RE: **HEALTH AND SAFETY TRAINING FOR UAW AND GM ALTERNATE HEALTH AND SAFETY REPRESENTATIVES**

Greetings:

We are pleased to announce that the UAW-GM Health and Safety training will be conducted October 29 – November 2, 2018. The training will be held at:

**UAW-GM Center for Human Resources (CHR)
200 Walker Street
Detroit, MI 48207**

This training is mandatory for Internationally Appointed Alternate UAW Health and Safety Representatives and Alternate GM Safety Personnel. Only these people are invited to attend this training. No substitutions are permitted.

REGISTRATION

All participants must register online, with the assistance of their Joint Training Representative (JTR), through the UAW-GM Joint Activity System (JAS) online course registration system. Once your online registration is processed, you can then make travel arrangements through Travel Solutions International (TSI). (See attached travel chart). Registration will close at 4:00 pm on Monday, October 8, 2018.

Registered attendees may pick up training badges and materials outside of the auditorium at the UAW-GM CHR on Tuesday, October 30 from 7:30 am – 9:00 am.

TRAVEL ARRANGEMENTS

All attendees should make their travel arrangements as follows:

Travel days are:

Arrive on Monday October 29, 2018, and depart on Friday, November 2, 2018.



All flight arrangements must be made by Monday, October 8, 2018, via the link below:

Travel Solutions International (TSI)

https://www.tsiusa.com/cts_clienttools/healthandsafety-alt.asp

Your airline confirmation will be sent via email from TSI upon completion. Once you have made reservations, changes will not be permitted. Any penalties involved in changing or cancelling of reservations will be the responsibility of the attendee.

For those flying into the Detroit Metropolitan Airport for this training, you will need to utilize a ground transportation service to and from the hotel. You must save all receipts in order to submit for reimbursement.

HOTEL ACCOMODATIONS

Once you have registered for this training, the UAW-GM Center for Human Resources team will secure your hotel reservations. Your confirmation will be sent via email therefore it is imperative that the attendee's email is provided when registering.

Upon arrival, the hotel will require you to present a major credit card or leave sufficient cash deposit at the time of your check-in to cover any incidentals (i.e., meals, telephone calls, etc.). Incidental expenses are the attendee's responsibility and **will not** be covered by the UAW-GM Center for Human Resources.

SHUTTLE SERVICE TO/FROM TRAINING

Shuttle service will be available Tuesday - Thursday between the hotel and the UAW-GM CHR at the following times:

- Tuesday, October 30 7:00 am – 8:45 am & 3:30 pm – 5:00 pm
- Wednesday, October 31 7:00 am – 7:45 am & 3:30 pm – 5:00 pm
- Thursday, November 1 7:00 am – 7:45 am & 3:30 pm – 5:00 pm

Please look for the shuttle service location at the hotel.

ATTIRE

You must follow proper PPE such as bringing safety glasses and wearing substantial footwear. Please note that wearing shorts is not permissible for this training.

Please review the enclosed guidelines. They describe how airline and room reservations are to be handled and how appropriate expenditures will be reimbursed.

If you have any questions concerning this training or the expense guidelines, please contact Terriea Martin, UAW Coordinator, or Kim Dilworth, GM Coordinator at (313) 324-5132.



Lee Jones
Assistant Director
UAW General Motors Department



Ken Glass
GM Assistant Director
Occupational Health and Safety

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2018 October H&S Training CHR/Call Letter.doc

Attachments

- cc: Officers
Regional Directors
Regional Representatives
GM Department Staff
Bryan Czape
Terry Dittes
Michael Glenning
Terriea Martin
Rick O'Donnell
David Shoemaker
- Manufacturing Managers
Divisional Labor Relations Directors
CCA Regional Directors
Bradley Barber
Kim Dilworth
Kent Eaton
Jim Glynn
Gerald Johnson
Carol Parr
Scott Sandefur