# Committee recommendations

Unsafe or harmful conditions found during a workplace inspection must be fixed without delay. In addition, when workers see an unsafe condition they must report it as soon as possible to their supervisor or employer, who must investigate and make sure that corrective action is taken.

When these steps are followed, most issues will not reach the joint health and safety committee. As a result, the committee will usually only be dealing with:

Outstanding issues that have been reported but not corrected

Issues identified during committee work (e.g., analysis of first aid statistics)

Issues identified during committee inspections

When the committee has discussed the issue and decided upon the course of action it wants to take, it can make either an informal or a formal recommendation:

Informal recommendations — when the issue can be dealt with by a member of the committee (usually an employer representative) without further consultation or approval needed. Informal recommendations and the action taken should be documented in your committee minutes.

Formal recommendations — when the issue cannot be dealt with by the committee directly. In this case, the co-chairs or other committee members will write a proposal to the employer outlining your recommended course of action.

Formal recommendations are usually required when issues involve:

Purchases or allocation of funds

New or revised workplace policies or procedures

Training or orientation programs for employees

Changes to equipment or workspace layouts

Follow-up on earlier approved actions that have not been implemented

Review or agreement needed from other departments or locations

## Effective recommendations

An effective recommendation includes:

A concise, clear, and complete description of the issue, with background and regulatory reference as applicable

More than one option if available, and the pros and cons of each

A suggested timeline

Recommendations should also be:

Directly related to health and safety in the workplace

Practical solutions to the problem

Complete — the employer should not need any additional information to make a decision

A template for formal recommendations is included on the next page.

# Committee recommendation — Template

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| **Joint Health and Safety Committee Recommendation**Recommendation #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To: (Owner/Manager)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please respond in writing by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (21 days) |
| **Issue***Give a clear and complete description of the issue**Describe what, why, who, where, and when**Reference the relevant section(s) of the* Workers Compensation Act *and/or Occupational Health and Safety Regulation where applicable* |
| **Committee recommendation***Make sure the recommendation deals with workplace health and safety**Include rationale for your recommendation**If applicable, include options and pros and cons of each**For complex issues, include steps involved and suggest timeframe for implementation* |
| **Committee decision***Indicate if this recommendation was voted on or decided by consensus* |

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Manager Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature

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Date

# Sample recommendations

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| **Joint Health and Safety Committee Recommendation**Recommendation #2016-08Date: November 2, 2016To: (Owner/Manager)Please respond in writing by November 23 (21 days Provincial) (30 days Federal) |
| **Issue**Over the past year there has been a pattern of increasing first aid incidents related to paint vapours in the paint booth. The existing paint booth is 20 years old and no longer functioning adequately.The committee measured the air flow in the booth and it does not meet the requirements of section 12.132 of the Occupational Health and Safety Regulation. |
| **Committee recommendation**Since parts to repair the paint booth would be difficult, if not impossible, to find, the committee recommends that the paint booth be replaced. A waterfall-style ventilation booth with exhaust onto the roof and an airline respirator system would resolve the health and safety issue. |
| **Committee decision**This recommendation was agreed upon by consensus at the October 26, 2016 meeting of the joint health and safety committee. |