

Joint Health and Safety Committee Recommendation

Recommendation # _____ Date _____

To: (Owner/Manager) _____

Please respond in writing by _____ (21 days (Provincial)) / (30 Days (Federal))

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 time frame for implementation

Committee decision

- Indicate if this recommendation was voted on or decided by consensus

