

Sample Format- Joint Health and Safety Committee Recommendation Form

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| To: _____ | Date: _____ |
| From: Joint Health & Safety Committee | |
| _____ <i>(Co-Chair Signature – Employer Representative)</i> | _____ <i>(Co-Chair Signature – Worker Representative)</i> |
| Please respond by: | <i>(Within 21 calendar days.)</i> |
| OH&S Issue: <i>(Give a short, clear and complete description of the issue. Describe what, why, who, where and when.)</i> | |
| Committee Recommendation: (attach a separate sheet if necessary) <i>(Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.)</i> | |
| cc: Appropriate Manager, Safety Coordinator, CEO, etc. | |
| Employer Response: (attach a separate sheet if necessary) <i>(Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)</i> | |
| | Signature: _____ <i>(Department Head or Designate)</i> |
| | Date Returned: _____ |
| Committee Comments: <i>(Note any follow-up or additional action required by the Committee.)</i> | |
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