Sample Format - Joint Health and Safety Committee Recommendation Form

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