



Health and Safety
Santé et sécurité



Health and Safety Committee **RECOMMENDATIONS**

The main function of the Health and Safety Committee is to make recommendations on how to best address health and safety concerns. Each discussion item at a meeting should end with a specific recommendation for action.

The **Health & Safety Committee Recommendations Form** can be used to submit these recommendations.

All recommendations should:

- Be made in **written form, dated, and signed**.
- Clearly **state the problem** based on known facts.
- **Describe the urgency**, intended immediate outcomes and long-term impacts.
- Include **the potential for any injury/illness** that could result if the issue is not addressed.
- Point out potential legal non-compliance with health and safety laws.
- Describe what, **why, who, where, and when**.
- **Offer action(s)** to fix the problem at its root cause.

The problem might be a **new hazard**, a **known hazard** which has not been dealt with by management, or a hazard **requiring funding** to resolve.



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Supporting information to include in a recommendation could be:

- Safety complaints
- Hazard assessments, job safety analysis, ergonomic assessments
- Near-miss reports
- Incident/injury/illness reports/investigations and their recommendations
- Work refusals and work stoppages
- Existing policy or procedures
- Regulator intervention, visits, or orders
- The relevant section(s) of the federal *Canada Labour Code – Part II, Canada Occupational Health and Safety Regulations*, or the relevant provincial/territorial legislation and/or collective agreement
- Safety studies (job demands analysis, time studies)
- Hygiene reports (indoor air quality, exposure assessments, noise surveys, etc.)
- Industry best practices and standards (CSA, ACGIH, etc.)
- Number of employees potentially exposed to hazard

The Health and Safety Committee needs to present a convincing argument to management to justify the recommended action.

Recommendations must be tracked on the minutes of the committee meeting and must stay on the agenda of future meetings until they are resolved or there is a response from management. To help with tracking, you can maintain a single document with all recommendations, sorted by topic, noting if they are “resolved” or “in-progress”.

Recommendations can be used to:

- Change specific work practices or conditions that have or could potentially hurt workers.
- Correct root causes identified during investigations.
- Access all government and employer reports, studies and tests about the health and safety of employees or to the sections of those reports, studies and tests that relate to the health and safety of employees (not including access to the medical records of any person).
- Perform studies or bring in outside expertise to study or review a specific issue when the committee members believe they do not have appropriate expertise.

If you do not receive a written response from management within thirty days of alerting them of an issue, follow up with the employer.

The creation of a Health and Safety Committee **does not** remove the responsibility for worker health and safety from the employer. As a representative of the employer, managers and supervisors continue to have legal health and safety responsibilities. The role of the committee is to hold representatives of the employer and the employer itself to account.

RECOMMENDATIONS FORM



Recommendation # _____ Date submitted _____

To: (Manager) _____

Please respond in writing by _____ (30 days)

What is the health and safety issue/concern/hazard?

- Give a clear and complete description of the issue
- Describe what, why, who, where, and when
- Reference the relevant section(s) of the *Canada Labour Code – Part II, Canada Occupational Health and Safety Regulations*, or the relevant provincial/territorial legislation and/or collective agreement where applicable

Supporting information

- Outline any previous complaints or reports that have identified the issue.

Committee recommendation

- Make sure the recommendation deals with workplace health and safety
- Include rationale for your recommendation
- Suggest time frame and specific location for implementation

Employer co-chair: _____ Date: _____

Employee co-chair: _____ Date: _____