



Recommendations

Workplace safety and health committees are expected to make recommendations to the employer about changes needed to improve safety and health conditions in the workplace.

When the committee writes a recommendation, it should be clear, logical, straightforward and use action language (not the passive tense).

Recommendations should:

- identify the problem or hazard (e.g. ergonomic hazard of lifting or keyboards that cannot be adjusted for individual needs)
- describe it - where it occurs, how often, who's affected, the effects, etc.
- provide evidence or estimates about what the problem or hazard costs (e.g. training replacements for injured staff)
- provide specific short-term and long-term solutions
- name the benefits, with some cost estimates if possible
- provide background information or leads to other resources
- name someone from the committee who is taking the lead in the committee's activities about the hazard

See the next page (CP.15) for a sample recommendation form.



Workplace safety and health committee			
Recommendation form			
Meeting date:	Chairperson for meeting:	Date submitted:	Recommendation #:
The hazard or hazardous situation: Describe in detail, including maps, reports, etc. in appendices.			
Recommendations:	Specifics	Benefits	
Short term #1			
Short term #2			
Short term #3			
Short term #4			
Short term #5			
Long term #1			
Long term #2			
Long term #3			
Long term #4			
Long term #5			



Other information or resources to consider:

_____	_____
Employer co-chair	Worker co-chair
Date:	Date:
Copy posted on committee bulletin board(s): Yes No	
Follow-up by:	Date:

