JOINT HEALTH & SAFETY RECOMMENDATION

Recommendation #Date

To:

Please respond in writing by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (21 days)

**Issue**

* *Give a clear and complete description of the issue*
* *Describe what, why, who, where, and when*
* *Reference the relevant section(s) of the 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*