

## Sample Recommendation – Basic Issue

The following example shows a completed Joint Health and Safety Committee Recommendation for a basic 'fix it' item.

To: <u>Ms. Fix It (Maintenance Manager)</u>	Date: <u>February 11, 2009</u>
From: <b>Joint Health &amp; Safety Committee</b>	
<u>A. Trip</u> (Co-Chair Signature – Employer Representative)	<u>I. Fall</u> (Co-Chair Signature – Worker Representative)
Please respond by: <u>March 3</u> (Within 21 calendar days.)	
<p><b>OH&amp;S Issue:</b> <i>(Give a short, clear and complete description of the issue. Describe what, why, who, where and when.)</i></p> <p>On February 2 an incident occurred when a worker tripped on a loose floor tile at the back entrance. The person fell but was not injured. In the December and January Inspection Reports, this loose tile was an action item and a 'fix' order was sent to maintenance. The loose floor tile has still not been corrected.</p>	
<p><b>Committee Recommendation: (attach a separate sheet if necessary)</b> <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></p> <p>Loose floor tile at back entrance must be repaired without delay. This formal recommendation has been completed due to lack of action on this identified hazard. Note OH&amp;S Regulation 4.39(1) "Floors must be maintained in a state of good repair".</p>	
<p><b>cc:</b> Ms. North (CEO)</p>	
<p><b>Employer Response: (attach a separate sheet if necessary)</b>  <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></p> <p>The Inspection Reports were lost/mis-filed. A back order on the floor tile was expedited by Purchasing. Maintenance fixed the loose floor tile on Feb. 18.</p>	
<p style="text-align: right;"><b>Signature:</b> <u>Ms. Fix It</u>          (Department Head or Designate)</p>	
<p style="text-align: right;"><b>Date Returned:</b> <u>Feb. 21/09</u></p>	
<p><b>Committee Comments:</b> <i>(Note any follow-up or additional action required by the Committee.)</i></p> <p>No further action required.</p>	