LASH Committee Training
- Writing Recommendations

Please Sign In!
What does the Workplace Safety and Health Act Say?

Under section 40(10)(g), one of the duties of a safety committee is to make recommendations to the employer with respect to the health and safety of the workers.
When is it appropriate for the Safety Committee to write a recommendation?

• When safety concerns/hazards are identified:
  – Are not resolved at the supervisor level
  – After a workplace inspection is conducted
  – Safe work procedure reviews by the safety committee
  – After accident/incident investigation has taken place
  – As a result of a “right to refuse” investigation
What should a recommendation include?

The recommendation letter should include the following:

• Return address
• Date submitted
• Subject of recommendation for action
• Meeting date
• Reason for recommendation (safety issue)
• Recommended date of response
• Co-chair signatures
Recommendation for Action

Subject of recommendation for Action

Dear salutation

At its meeting on date, the Insert name LASH approved the following recommendation regarding subject of recommendation for action

THAT: Insert text of motion

Insert justification of recommendation for action

As outlined in Section 41.1(2) of the Manitoba Workplace Safety and Health Act, please advise the Insert name LASH with a plan of action for addressing this recommendation by insert date 3-4 weeks after date of letter. Should you wish we would be willing to meet with you to discuss this recommendation?
Remember…

• A safety committee cannot direct the activities of a workplace
• Recommendations can be considered by the Employer/Supervisor and either:
  – Implemented immediately
  – Implemented within a time frame
  – Rejected with reason
Employer Response to a recommendation

When a safety committee writes a recommendation that identifies a safety issue that poses a danger to worker(s), the employer must respond (in writing) within 30 days of receiving it.
Employers response

When responding, the employer should state that they:

• Agree with the safety committee and have implemented the recommendations immediately
• Agree with the safety committee, but recognize that implementation of the recommendations can not happen right away. In the letter they will detail the plan for implement and the target timeline.
• Reject the recommendations with a reason (e.g. not a safety issue)
What if the safety issue is not resolved…?

If the safety committee feels that the employer has:

• Not responded to the recommendation all
• Responded, but not addressed the identified safety issue; or
• Responded, but a resolution has not been established and the safety issue still exists

*The matter can be referred to a safety and health officer*
Things to think about…

How many committee recommendations have been implemented?
• If the number is low, may indicate a lack of support from management or
• Unrealistic recommendations by safety committee

Any of these conditions could lead to an ineffective safety committee
Things to think about…

Is the full record of committee recommendations, their implementation and reasons for non-implementation available to workers?

- Workers must be informed of all safety problems and their solutions
  - *Meeting minutes*
  - *Personal contact with committee members*
  - *Reports at worker and management meetings*

*Committee successes need to be publicized as well as the occasional failures*