



**Number:** H&S 5.4  
**Date:** Jan 3, 2013  
**Supersedes:** Oct 16, 2003

**GENERAL MANUAL POLICY**

**APPROVED BY:**

  
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**Executive Director**

**CATEGORY:** Health & Safety

**TOPIC:** Joint Occupational Health & Safety Committee  
Recommendations

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**POLICY**

It is the policy of Community Living Thunder Bay that recommendations received from the Joint Occupational Health and Safety Committee will receive a written response.

**PURPOSE**

To ensure that a written record is maintained.

**RESPONSIBILITY**

It is the responsibility of the Executive Director to ensure that this policy is adhered to.

**GENERAL MANUAL PROCEDURE**

**TOPIC: JOHSC Recommendations**

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**PROCEDURE:**

1. All recommendations of the Joint Occupational Health and Safety Committee will be made in writing.
2. All recommendations will be recorded on the Joint Occupational Health and Safety Committee's Recommendation to Senior Management form.
3. Any recommendations that can be acted upon without approval from the Executive Director will be acted upon immediately by the designated committee member.
4. Any recommendations that cannot be acted upon without approval of the Executive Director will be made in writing to the Executive Director.
5. The Executive Director will respond to the Co-Chairs in writing within twenty-one (21) days of receiving the recommendation, giving a timetable for implementing the recommendations that the Executive Director agrees to or giving reason as to why the Executive Director does not agree with the recommendation.