

**Desert Sands Unified School District  
Employee Safety Committee  
Recommendation Procedure**

Functions of the District Employee Safety Committee include providing a forum for discussing employee work safety programs, to evaluate effectiveness of safety programs and to make recommendations for implementation and revisions in employee safety programs and procedures. It has been requested by members of the committee to put in writing the procedures the committee may take when a recommendation is made by the committee as a whole.

**Formal Recommendation Procedures:**

- I. Recommendation – A committee member or members may discuss making a recommendation regarding employee safety.
- II. Motion – By way of a motion, a committee member makes the recommendation. A motion is a proposal that the entire committee can take action or a stand on an issue. Once the motion is made, a second is required in order for the motion to move forward. If there is no second, the motion is lost.
- III. General Discussion – A discussion on the motion is called. It has been recommended that speakers have a time limit in which to present. If there is no discussion, a vote is taken.
- IV. Vote – Once the motion is made and seconded a verbal vote of the committee will be addressed. The motion passes with two-thirds majority vote of the voting members.

**Next Steps for a Formal Recommendation:**

- I. Director of Risk Management to bring the recommendation forward to:
  - Department Head
  - School Site Administrator
  - Assistant Superintendent of Business
  - Cabinet
- II. Director of Risk Management to report back to committee on any feedback obtained on the recommendation.