

# Company Disciplinary Policy — Safety Violation

It is our policy to provide a safe and healthy place of employment for all of our employees. A vital part of any program is employee participation and commitment to the company's safety program. In order to ensure compliance with established, communicated safety procedures, employee violations of those safety procedures will be dealt with in a firm, fair and consistent manner. The following is the procedure for dealing with repeated infractions:

**Step 1:** Verbal warning of violations to the employee and a request for corrective or preventative actions. (Record date and time)

**Step 2:** Written warning of violations will be given to the employee.

**Step 3:** Depending on severity of allegation or potential for injury, possible suspension or discharge.

## Class I Violations

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|--------------------------------------|--|
| 1. Poor productivity                 | 9. Violation of company policies:<br>EEO, Safety, Tools, Work Rules,<br>Vehicles |
| 2. Poor workmanship                  | 10. Violation of client's rules<br>(no smoking, etc.)                            |
| 3. Tardiness (late for work)         | 11. Neglect or abuse of company<br>tools, equipment, vehicles                    |
| 4. Quitting early                    | 12. Concealment of errors or mistakes  |
| 5. Performing unauthorized work      |  |
| 6. Absent without notifying employer |  |
| 7. Abuse of break time               |  |
| 8. Intentional slowdown of work      |  |

## Class II Violations

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|---|---|
| 1. Theft of company or client property  | 8. Destruction or defacing of<br>company or client property |
| 2. Insubordination, refusal to perform<br>assigned work   | 9. Falsification of records (timecards, etc.)               |
| 3. Fighting on the job  | 10. Harassment of other employees                           |
| 4. Sleeping on the job  |   |
| 5. Possession, use of, or being under<br>the influence of alcohol or non-<br>prescription drugs |   |
| 6. Dangerous work practices or horseplay  |   |
| 7. Possession of weapons or<br>explosives without consent of the<br>company                     |   |

- b) Date
- c) Time the violation was reported or occurred
- d) Describe the nature of the violation and the exact location of the violation
- e) Sign the form
- f) Under comments: state what corrective action was taken. For an employee, note whether this is his/her second, third, or fourth warning, or a cause for dismissal, as per the Discipline Termination Policy. Remember this policy serves as a first warning.

**2) All safety violations must be corrected within 24 hours of notification. In the event a violation cannot be corrected within the 24-hour period, the safety officer or foreman shall:**

- a) Notify Project Manager
- b) State why the violation cannot be corrected and when the violation will be corrected on the Safety Notification Form

**3) Distribute copies of Safety Notification Form as follows:**

- a) Violating person and/or company
- b) Post bulletin board posting
- c) Safety Officer
- d) Office

**4) Safety Officer must maintain a safety file**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

The following unsafe condition was observed and is in need of immediate correction  
(DENOTE EXACT LOCATION):

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Please accept this notice as a formal notification of the above condition and take corrective action.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Comment: \_\_\_\_\_

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