

Disciplinary Policy Program

The safety rules established herein are basic. Compliance with these rules and future rules are a condition of your continued employment.

To establish an equitable enforcement program, the rules have been placed in three categories which reflect the seriousness of the violation of said rule. Violations of the same rule or other rules of one of the following categories in any one year period will result in the following actions.

CATEGORY 1 VIOLATIONS

First Offense:	Verbal warning & policy/incident review
Second Offense:	Initial written warning & policy/incident review
Third Offense:	Final written warning & a week without pay
Fourth Offense:	Immediate Discharge

Category 1 violations consist of the following:

- ✓ Failure to use equipment in the manner it was intended for.
- ✓ Failure to wear the appropriate personal protective equipment.
- ✓ Failure to wear suitable work clothes and shoes.
- ✓ Failure to inspect and report defective tools and equipment before use, an/or failure to report unsafe conditions immediately.
- ✓ Failure to properly inspect, maintain, and store safety related personal protection devices/equipment.
- ✓ Creating or contributing to poor housekeeping.

CATEGORY 2 VIOLATIONS

First Offense:	Initial written warning & Policy/incident review
Second Offense:	Final written warning & a week without pay
Third Offense:	Immediate Discharge

Category 2 violations consist of the following:

- ✓ Failure to properly utilize lifelines, safety harnesses and other fall protection.
- ✓ Failures to properly select, inspect, position, secure, and/or utilize ladders safely.
- ✓ Failure to follow the rules governing the proper use of scaffolding, including pre-use inspection of all components (i.e., supports, bracing, cables, guardrails, toe boards, access ladders etc.
- ✓ Unauthorized use of tools, equipment, machines, materials, or vehicles, including “tagged out” equipment.
- ✓ Failure to obey warning signs and notices i.e., “no contractor’s employees allowed”, “authorized personnel only”, etc.)
- ✓ Smoking or using ignition source equipment or spark producing tools in no smoking/open flame areas.
- ✓ Disturbing others, threatening, intimidating, coercing or interfering with fellow employees, horseplay, scuffling or throwing things.

CATEGORY 3 VIOLATIONS

Violations of these rules will result in immediate Discharge!!

The Management, Supervisors and Safety Director reserves the right to discharge an employee for a violation not listed below if they feel that the severity of the violation endangered other employees

well-being.

Category 3 violations consist of the following:

- ✓ Reporting to work under the influence of alcohol or drugs, or the possession, distribution, consumption, or use of alcohol or drugs during working hours.
- ✓ Sleeping during working hours.
- ✓ Falsification of personnel, time production or any other, company record.
- ✓ Participation in illegal gambling, card playing, or game of chance on company time.
- ✓ Deliberate abuse or destruction of company tools, property or equipment, or the property of any employee at any time.
- ✓ Possession of weapons or fighting.
- ✓ Failure to properly utilize lifelines, safety harnesses, lanyards and other fall protection.
- ✓ Theft of property of company or its employees, or conversion of same for own use.
- ✓ Any plant rules or facility rules which they feel an employee should be discharged.
- ✓ Failure to report accidents, both bodily injury and property damage, to your supervisor as soon as possible.
- ✓ Discharge of Hazardous Waste into the environment.

NOTICE OF CHG POLICY VIOLATION FORM

Please circle

INITIAL WRITTEN WARNING: You are hereby formally warned that you have violated the basic company safety rule described below. A repeat of this violation or other violations of basic safety rules will subject you to a final warning and then discharge.

FINAL WRITTEN WARNING: This is a final warning that you have violated the basic company safety rule described below. A repeat of this violation or other violations of basic safety rules will subject you to immediate discharge.

NOTICE OF SAFETY VIOLATION FORM (SAMPLE)

Employee Name: _____ Position: _____

DOB: _____ Date of Violation: _____

Project Name: _____

Description of Violation: _____

Witnesses: _____

Issued By: _____ Position: _____

Date: _____

Copy Received (Employee Signature): _____ Date: _____

Distribution

Employee: _____

Issuing Supervisor: _____

Safety Director: _____

Project Manager: _____

***Written warnings will become part of an employee's personnel record.**