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# OBJECTIVE

**COMPANY NAME** has many different employees, Supervisors, and areas of operation where the potential exists for life endangering situations. Due to this diversity, it is not uncommon to experience different work ethics, managerial styles, and hazards. Therefore, to maintain the strength and effectiveness of our health and safety program, these rules cannot be flexible, and must be applied consistently throughout this organization.

To eliminate the need for corrective action, Supervisors are expected to encourage safety to employees and communicate **COMPANY NAME** Management expectations on a regular basis. In some situations however, Supervisors must take necessary steps to ensure the safety of all workers against intentional acts of misconduct.

Discipline, when necessary, should not be punishment. Instead, it should be used as a means of turning negative actions into positive responses, such as helping to solve employee problems, misunderstandings, and helping employees to learn to take responsibility for their own actions.

# SCOPE

This policy applies to **COMPANY NAME** employees.

# RESPONSIBILITY

**Supervisors**

Supervisors are responsible for utilizing the policies within this document to administer disciplinary action. The supervisor is responsible for identifying non-compliance with company expectations and developing corrective actions.

**Employees**

All employees are expected to meet **COMPANY NAME** standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Company’s policies and procedures. If an employee does not meet these standards the Company may, under appropriate circumstances, take corrective action.

# INSTRUCTION

**Professionalism in Disciplinary Action**

**Supervisors shall**

* Remain professional when administering disciplinary action
* Present specific violations or examples of poor work performance
* Include only facts and not assumptions or hearsay
* Present clear areas for improvement that are measurable
* Zero Tardy Days in the next 90 days, job tickets turned in on time in the next 30 days, etc.
* Ensure employees receive a copy of any written warnings and improvement plans
* Ensure employees are conducting physical inspections of work areas and kept in compliance with safety rules and policies.
* Follow-up at prescribed intervals to ensure performance is improving on par with the performance improvement plan

**Supervisors Shall Not:**

* Insult, degrade, or otherwise verbally abuse an employee

**Potential Reasons for Discipline**

The following are potential reasons for discipline, but are provided solely as examples and are not intended to be considered an exhaustive list:

* Safety Infraction
  + failure to adhere to driving policy, failure to wear fall protection equipment, failure to inspect equipment prior to use, failure to utilize PPE, failure to inspect your work area for hazards (JSA/Haz-ID), etc.
* Poor Attendance
* Poor Work Performance
* Failure to adhere to an established company policy or procedure

**COMPANY NAME** follows a progressive disciplinary program where the following guidelines for correcting Health and Safety Policy violations will be adhered to:

# VERBAL REPRIMAND

A Verbal Reprimand will be an informal discussion of an incorrect employee behavior that should take place as soon as possible after the Supervisor has knowledge of the safety misconduct. This warning shall be used as a coaching session to reinforce the safety policy to the employee and reaffirm Management's expectations.

# WRITTEN REPRIMAND

A Written Reprimand will be a written form documenting employee safety misconduct after the initial verbal warning. This second offense formal written warning will be presented to the employee and placed in the employee's personnel file.

# PROBATIONARY WARNING LETTER

A Warning of Probation will be a written form documenting the safety conduct and warning the

employee that another incident will lead to probation. This indicates a more serious problem with the employee's behavior, and this form will also be presented to the employee and placed in the employee's personnel file.

# PROBATIONARY LETTER

Probation is a trial period during which the employee is given specific rules and goals to meet, during which, if they cannot meet the rules and goals, they will be subject to termination upon Management review.

# WARNING OF SUSPENSION

A Warning of Suspension is a written form documenting a repeated safety misconduct, which warns the employee that another incident will lead to suspension. This form will be presented to the employee and placed in the employee's personnel file.

# SUSPENSION

Suspension is a period of time during which the employee is not allowed to attend or perform any Company work function, and as a result, they will not be compensated/paid during this time period.

# DISMISSAL / TERMINATION

Dismissal and/or termination is the permanent separation of an employee from the Company, which has been initiated for an accumulation of warnings and disciplinary reasons and safety misconduct. Certain circumstances warrant disciplinary action, and upon violation of any Company safety rule as outlined in this manual, the violating employee will be penalized. The severity of the penalty will be in direct correlation to the severity of the safety violation. For example, if Management discovers a gross neglect or violation of any health and safety rule or procedure, which could imminently endanger any employee's life, it will result in dismissal and can occur with or without any prior warnings.

# WORKSITE INSPECTION

**NOTE:** Upon physical inspection of **COMPANY NAME** workplaces that indicate violations showing an overall lack of commitment by Supervisors or any employee of **COMPANY NAME** safety goals, this shall be considered under the same level of disciplinary action as an actual offense.

# REMOVAL OF WRITTEN WARNINGS

Removal of Written Warnings from an employee's personnel file may occur at the discretion of the Supervisor, after 6 months time has passed. Such warnings , when removed, are returned to the employee for disposal, and the corrective action will be considered satisfactorily resolved.