

## SAFETY ADMINISTRATION

106

### DISCIPLINE PROGRAM

The following four step disciplinary system will be initiated when safety rules are not followed or other unsafe actions endanger workers. Supervisors or Safety Champion will process and record all violations according to the following steps. All recorded violations will be reviewed by the Safety Committee. All Fourth Violations will be sent to Board/Owner to decide final action.

1. Oral warning;
  - a. Notation for personnel file
  - b. Retraining on topic
2. Written citation
  - a. Copy in personnel file
  - b. Retraining on topic
3. Written citation
  - a. One day suspension without pay
  - b. Copy in personnel file
  - c. Retraining on topic upon return
4. Written citation
5. Copy in personnel file
6. One-week suspension without pay
7. Termination if violation could result in death or serious physical harm
8. Termination
  - a. written Citation verifying Termination
  - b. Termination letter send certified mail to home address
  - c. Copy of above documents in personnel file
  - d. Written statement of Supervisor and Safety Champion in personnel file

Zero-tolerance Violations: Some safety violations are of such serious nature that there will be no warnings and termination may result. Examples include:

- Entering Permit Required Confined Spaces without following proper procedures.
- Working without fall protection at heights over 10 feet.
- Entering excavations without permission from Superintendent.

**Both the employee and the supervisor allowing these unsafe acts may be terminated.**