

Enforcement of Safety Procedures

It is the responsibility of each line supervisor to make sure that all safety procedures are followed by the employees in that department. Supervisors should always encourage employees to work safely by complimenting them for performing safe actions or bringing safety hazards to management's attention. Whenever a safety violation is noticed, the supervisor should quickly correct the employee. The following levels of discipline should be considered, taking into account the nature of the incident and the likelihood of damage or injury:

First Violation—After the first incident of noncompliance, the supervisor should talk to the employee and explain the consequences of his or her actions. Try to find out if there is some reason other than misconduct that was behind the violation, such as a misunderstanding or incomplete job safety training. If not, emphasize that the company won't tolerate unsafe work behavior, and record it on Form 7—Safety Violation Warning Notice.

Second Violation—The supervisor should record the details of the incident in the form of a written warning, citing the particular company safety rule or established safe work practice that has been violated. Advise the employee that the incident will be recorded in his or her personnel file. Provide the employee with a copy of the warning notice.

Third Violation—The supervisor should give the worker an unpaid leave of absence of 3 days, unless the incident warrants more serious discipline. Emphasize the consequences of continued noncompliance. Record the incident on Form 7—Safety Violation Warning Notice. When the employee returns, he or she should meet again with the supervisor and a member of the Safety Committee, where the rules will be reaffirmed.

Fourth Violation—Terminate the employee. This procedure should be followed consistently. Make sure all steps have been properly documented.

FORM 7

SAFETY VIOLATION WARNING NOTICE

Name: _____

Date: _____ Job: _____

Warning # 1 2 3 4

Warning for:

- Failing to follow established safe work procedure
- Failing to report malfunctioning machine
- Failing to wear required safety equipment
- Using improper or defective tools
- Failing to maintain good housekeeping in work area
- Failing to check equipment before using
- Wearing improper clothes on the job
- Leaving machine operational while unattended
- Smoking in a NO SMOKING area
- Failing to report a work-related injury
- Engaging in horseplay
- Failing to ground electrically powered tools
- Using unsafe work habits

Other (describe) _____

Comments/details: _____

Action taken: _____

Supervisor signature: _____ Date: _____

Copy received: _____

Employee signature: _____ Date: _____

Distribution:

Copy to employee

Original in employee's personnel file