



## Safety Disciplinary Policy

- 1) All employee's must comply with the Safety Rules and standards established by the corporation and the customers we serve.
- 2) The company expects each of its employees to adhere to the highest standards of personal conduct. When an employee fails to follow Safety standards, violates Safety rules of the corporation and our customers or deviates from the norms of safe behavior Rand Construction will take any necessary disciplinary action warranted including up to immediate termination.
- 3) Other-than-serious hazard disciplinary action:
  - a. 1<sup>st</sup> offense-Verbal warning
  - b. 2<sup>nd</sup> offense-Employee will be written up
  - c. 3<sup>rd</sup> offense –Employee will be written up and suspended up to 5 days without pay
  - d. 4<sup>th</sup> offense-Termination
- 4) Serious and Imminent Danger Violation: The disciplinary action will depend on the opinion of the Safety Director and/or the Supervisor of the employee and/or the Customer.
- 5) PPE: If an employee is found not wearing their Personal Protective Equipment in accordance with the company policy, they will be giving a verbal warning the 1<sup>st</sup> offense, Written up the 2<sup>nd</sup> offense, Suspended with out pay up to 5 days on the 3<sup>rd</sup> offense, and Terminated on the 4<sup>th</sup> offense.

**Other-than-serious hazard** means any condition or practice which would be classified as an other-than-serious violation of applicable federal or state statutes, regulations or standards, based on criteria contained in the current OSHA field instructions or approved State Plan counterpart.

**Serious hazard** means any condition or practice which would be classified as a serious violation of applicable federal or state statutes, regulations or standards, based on criteria contained in the current OSHA field instructions or approved State Plan counterpart, except that the element of employer knowledge shall not be considered.

**Imminent danger** means any conditions or practices in a place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately.

**All violations will be sent to the Union Hall to be put on each employee's record.**

# Safety Disciplinary Policy

Employee's Name \_\_\_\_\_

Job # \_\_\_\_\_ Job Location \_\_\_\_\_

Date of Violation \_\_\_\_\_ Time of Violation \_\_\_\_\_

Brief Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Violation: \_\_\_\_\_ Other Than Serious \_\_\_\_\_ Serious \_\_\_\_\_ Imminent Danger

Action: \_\_\_\_\_ Verbal Warning \_\_\_\_\_ Written Warning \_\_\_\_\_ Suspension

\_\_\_\_\_ Suspension Days without Pay \_\_\_\_\_ Termination

## Other than Serious Hazard Disciplinary Action:

- 1<sup>st</sup> Offense - Verbal warning
- 2<sup>nd</sup> Offense - Employee will be written up
- 3<sup>rd</sup> Offense - Employee will be written up and suspended up to 5 days  
without Pay
- 4<sup>th</sup> Offense - Termination

Employee's Signature \_\_\_\_\_

Supervisors Signature \_\_\_\_\_