



## DISCIPLINARY PROGRAM

### **Scope and Applicability Statement**

This document provides general safety procedures and regulatory guidance for employers and workers in accordance with U.S. Occupational Safety and Health Administration (OSHA) standards under 29 CFR 1910 and 29 CFR 1926. These procedures apply to all workplaces where they are implemented as part of a comprehensive safety program.

### **Customization and Compliance Statement**

Employers are responsible for ensuring compliance with all applicable local, state, and federal safety regulations. Workers must adhere to established safety protocols to prevent workplace injuries and illnesses.



## **Purpose**

The purpose of this program is to establish a fair but firm disciplinary action policy to enforce the requirements of the safety program and ensure a culture of accountability and compliance with safety standards.

## **Scope**

This procedure applies to all employees, subcontractor employees, and any affected parties.

## **Responsibilities**

Employees are responsible for working in a safe and efficient manner according to established safety procedures. Any employee who violates provisions of the safety program or engages in behavior that endangers themselves or others will be subject to disciplinary action, up to and including termination of employment.

Management holds each employee personally accountable for following and enforcing safety protocols.

## **Requirements**

Safety is a core condition of employment. The following actions constitute a safety violation:

- Not following safety procedures.
- Horseplay in the workplace.
- Failure to wear required personal protective equipment (PPE) or improper use of PPE.
- Being under the influence of drugs or alcohol at work.
- Bringing weapons onto job sites where they are prohibited.
- Failure to report incidents or injuries.
- Threatening statements, physical altercations, or behavior that places others at risk of injury or violence.

## **Procedure**

The following escalating disciplinary actions will be enforced for violating this policy:



1. First Offense: A verbal warning documented by the supervisor via email. The employee will be informed of the specific rule violation and the corrective actions required (e.g., training, behavioral correction, PPE compliance, etc.).
2. Second Offense: A written Safety Violation and additional training. The violation will be documented and shared with the safety and HR departments. The employee has the right to submit a written rebuttal. The signed violation and any rebuttal will be placed in the employee's permanent record.
3. Third Offense: Another written Safety Violation followed by termination of employment for employees or removal from the worksite for subcontractors. Employees may submit a rebuttal, and refusal to sign the violation is grounds for immediate termination or removal.

For serious safety violations, such as bypassing machine guards, unauthorized confined space entry, malicious damage to equipment, or engaging in violent behavior, management may escalate disciplinary actions directly to the second or third warning level. If an employee's actions create an immediate danger to life or health, management has the authority to terminate employment without prior warnings.

#### **Safety Violation Form**

The required form can be found in the OpsIntegrity system under the 'Forms' section.