

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Progressive Discipline</i>					
Last Revised:	January 13, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	1/24/2012 4:14:00 PM

Progressive Disciplinary Policy

When an employee commits an unsafe act, intentional or not, this act should immediately be addressed by the job Superintendent and/or supervisors.

The first step is a verbal exchange and discussion of the incident. A written notice stating that the employee violated a known safety practice will be issued to the employee. A copy of this warning will be given to the employee and one copy will go into the employee's records.

Discipline will be administered as follows:

First Offense: a verbal warning is given. Record of the verbal warning is provided to the office.

Second Offense: a written notice is given to the employee stating that the next infraction will result in suspension of two (2) days off work. Copies of the written warning are distributed to the employee and the office.

If the employee commits another act, and/or it is determined that the employee is a danger to himself and/or other workers, his employment will be immediately terminated.

Written warnings should include the time, place, and type of incident that occurred. The date of issuance will be recorded and the written warning will be given to the employee as soon as possible after the incident occurs.

Infractions are deemed immediately dangerous to life or health (IDLH) may be cause for immediate termination. These types of infractions will be reported immediately to the Project Manager for determination of disciplinary action up to and possibly including termination of the employee.