



**COMPANY
HEALTH & SAFETY
PROGRAM**

Issue: A
Date: 4/20/2009
Rev: 1
Date: 2/4/2011
Authorized:

Title: Safety Discipline Procedure

Section No: 35

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1.0 PURPOSE

The purpose of this section is to establish a disciplinary procedure for dealing with safety rule violators. The procedure is intended to reinforce safe work practices and avoid the recurrence of errors in judgment that could threaten the safety or health of employees and others.

2.0 SCOPE

This section identifies safe work responsibilities and provides a formal procedure for documenting safety violations and guidelines for disciplinary action.

3.0 INDEX TO SECTION

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 Responsibilities
- 5.0 Procedure
- 6.0 Related Forms

4.0 RESPONSIBILITIES

1. The company is responsible for providing a safe work environment.
2. Employees are responsible for following safety rules and working safely at all times.
3. Though it is the responsibility of all supervisors, including the vice president of operations, safety director, project superintendents, project safety representatives and foremen, to enforce company safety policies and practices, enforcement is primarily the responsibility of the crew foreman.



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5.0 PROCEDURE

The procedure to be adhered to for issuing a Personal Safety Violation Notice is as follows:

1. The supervisor that issues a notice shall first have the approval of his/her supervisor.
2. All the appropriate spaces on the form shall be filled in and legible, using NA where not applicable.
3. When an employee is being reprimanded with a safety violation notice, it is important that the proper or safe alternative procedure or practice is explained to him/her.
4. The PPP PSVN No. near the top of the form shall be the PPP Job No. followed by the number that represents the total number of safety violation notices issued on that job (e.g., 3600-1, 3600-2, etc.).
5. In the Employee Violations box near the bottom of the form shall be the number that represents the total number of notices received by that particular individual on that job.
6. On the one year anniversary of a violation notice, one (1) shall be subtracted from the total number of an individual's Employee Violations on record.
7. A copy of a violation notice shall be maintained on file at the jobsite for the duration of the project, and a copy sent to the PPP safety director at the time of issuance.
8. The PPP safety director shall maintain a master PSVN Log. The log shall be made available to the PPP vice president of operations.
9. As the form states, three or more personal violation notices issued is grounds for termination of employment. Employees shall be forewarned when another incident will lead to termination of employment.



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Note: Employees are not allowed three strikes in all cases. The severity of the penalty will be in direct correlation to the severity of the safety violation. PPP has a zero tolerance policy for any safety violation that places employees or others in a situation, which could be immediately dangerous to life or health (e.g., disregard by an employee for a lock or tag being used for energy control).

PPP has developed a Disciplinary Action Plan (attached) that shall be used by managers and supervisors as a guideline for disciplinary actions.

Physical inspections of job sites by company officials that indicate non-compliance with this program and showing overall lack of commitment to company safety goals shall be under the same level of disciplinary actions.

Owner or host employer safety procedures and violation penalties can supersede any part or all of this Safety Discipline Procedure.

6.0 RELATED FORMS

Please find attached:

- [PPP Form S.PSVN.1 – Personal Safety Violation Notice](#)
- [PPP Disciplinary Action Plan](#)

REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
1	Revise to add information Section 5 In Note: inspection by company officials	George Newton	Safety	2/4/2011
	Program reviewed		GMN	4/4/2014
	Program reviewed		MJM	11/14/17