**PURPOSE**

The purpose of this policy is to support the enforcement of good safety performance and to eliminate repeated or continuing safety violations by the use of appropriate disciplinary measures.

**SCOPE**

The primary objective of the company safety program is to provide a safe work environment for all employees. Managers or supervisors are required to issue appropriate specific safety instructions to all employees prior to assigning them work. Managers or supervisors are responsible for coordinating work with other supervisors in the work area to ensure that all work can be accomplished safely. Each employee is individually responsible for complying with each of the provisions of the Safety Program, in addition to those safety instructions issued by the employees' supervisor, either verbally or in writing. However, when Safety Policies and Procedures are violated or individuals continue to be involved in accidents or infractions, disciplinary action must be considered, in order to emphasize the gravity of the situation and bring about desired improvement.

1. **Procedure**

1.1 Each employee who reports for work will be given a safety orientation as a part of the general hiring process. During this orientation, the company's positive attitude toward working safety will be stressed and the employee will be advised that safety compliance is a condition of work. The safety program will be explained and safe responsibilities will be clearly defined.

1.2 When an employee is observed committing an unsafe act, the employee is to be informed by means of a formal safety notice letter. The exact nature of the violation and what is acceptable must be thoroughly explained to the employee. A copy of the written warning will be given to the employee's supervisor and a copy placed in the employee personnel file.

1.3 Violations for which written warnings will be issued are as follows:

1.3.1 Any bargained rules.

1.3.2 Policy where bargaining doesn't address or conflict.

1. **Responsible for Enforcement**

2.1 The Safety Director, Project Engineers, Supervisors, and Foreman’s all have a responsibility to enforce this policy. Each employee has a responsibility to follow all safety rules in our facility and at all of our customer’s facilities.

1. **Examples of Violations:**
   1. Not following written or verbal safety procedures
   2. Not wearing required Personal Protective Equipment
   3. Abuse of Personal Protective Equipment
   4. Horseplay
   5. Excessive Timeliness/Tardiness
   6. Work Production
   7. Personal Conduct

**DOCUMENT MANAGEMENT:**

The only document associated with Disciplinary Program:

Appendix 18A: Disciplinary Record and Corrective Action Form.

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our Disciplinary Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

**CHANGE CONTROL:**

All management system changes are reviewed, approved or disapproved by the Safety Committee.

**PERSONNEL:**

The Owners of Wagner-Meinert, LLC have the ultimate responsibility for the Disciplinary Program. They have designated the Safety Director and the Human Resource Director to manage the Disciplinary Program.

**DOCUMENT MANAGEMENT:**

The Safety Director is responsible for developing and maintaining the program. Employees may review a copy of the plan by requesting one from the Safety Director. In addition, the Safety Director is responsible for maintaining any records related to the Disciplinary Program.

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our written Disciplinary Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

| **Revision / Review History** | | | |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Authorized By** | **Changes** |
| 1 | 9/22/2004 | Safety Director | Annual review |
| 1 | 1/3/2006 | Safety Director | Annual review |
| 2 | 16/26/2006 | Safety Director | Updated format |
| 2 | 9/6/2007 | Safety Director | Annual review |
| 3 | 10/7/2011 | Safety Director | Updated per code changes |
| 4 | 7/11/2016 | Safety Director | Annual review / Update format |
| 4 | 6/30/2017 | Safety Director | Annual review |
| 4 | 12/18/2018 | Safety Director | Annual review |
| 4 | 6/7/2019 | Safety Director | Annual review |
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