**Section 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Violator |  | | | Employee Number / ID Number |  |
| Trade/Position / Department |  | | | Company |  |
| Details of Work Spot |  | | | Date and Time |  |
| Description of work being done |  | | | | |
| Description of HSE Violation: | | | | | |
| Description of HSE requirement |  | | | | |
| Description on how the requirements was violated |  | | | | |
| Name of Reporter, Trade. Position |  | | | | Signature of reporter |
| The above details are described to me and I realized that I have committed the violation. | | | | | Signature of Violator |
| HSE Violation Report No: | |  | Details entered in HSE Violation Register and For further action  Signature of HSEM with date: | | |

**Section 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remarks by---🡪 | Immediate  Supervisor | Next level Supervisor | Construction Manager | HSEM |
| Counseling done |  |  |  |  |
| Verbal warning given |  |  |  |  |
| Recommended for re-training |  |  |  |  |
| Recommended for written warning letter |  |  |  |  |
| Recommended for fine-salary cut |  |  |  |  |
| Recommended for removal from project |  |  |  |  |
| Signature with date |  |  |  |  |

**Section 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Issue warning letter | Yes / No |  | Warning letter issued | Reference No. |
| Issue fine-salary cut | 2hrs/0.5day/1day/2day/3day/ AED……… |  | Fine-salary cut effected | Reference No. and amount |
| Remove from project | Yes / No |  | Removed from project | Reference No. |
| **Above approved** | |  | **Above completed** | |
| Project Manager Signature with date | |  | P&A Manager / Subcontract Manger Signature with date | |

**Section 4**

|  |  |  |
| --- | --- | --- |
| Details entered in HSE Violation register | Yes/No | Signature of HSEM with date |