

HCPL PROCEDURE**DISCIPLINARY PROCEDURE**

Luke Hands
Director of Health, Safety, Environment & Quality
27/07/2020

Mark Henry
Managing Director
27/07/2020

MAIN AUTHOR**APPROVER****ISSUE CONTROL****DOCUMENT No.****01****CURRENT REVISION****CURRENT STATUS CODE****SECURITY CLASSIFICATION****01****01****Company Confidential****REVISION HISTORY**

REVISION	STATUS CODE	DATE	REVISION DESCRIPTION
01	A1	28/07/2020	Issued for Review – Mark Henry

Unsafe Actions/Conditions

1 PURPOSE and SCOPE

- 1.1.1 The 'Health & Safety at Work Act' places the following duties on employees;
- To take care of himself/herself and others while at work
 - To co-operate with the employer
 - Not to misuse or interfere with anything provided in the interest of health, safety and welfare.

HCPL require that all their employees and sub-contractors comply with the above requirements. This procedure describes the disciplinary actions that will be carried out if the above requirements are ignored and the recording and reporting of such incidents.

- 1.1.2 The document also defines the roles and responsibilities for performing these activities, tasks, and required actions along with consistent incident classification categorisation to be used when reporting workplace incidents to internal stakeholders.

2 RESPONSIBILITIES

- 2.1.1 The Contract Manager is responsible for issuing sub-contractors with this procedure. The Site Manager is responsible for ensuring that the disciplinary actions required by this procedure are carried out. HCPL HSQE Director is responsible for maintaining an 'Unsafe Actions' spreadsheet. All disciplinary action notices are to be copied the HSQE Director. The HSQE Director and/or HSQE Manager are responsible for providing advice and assistance with this procedure as required.

3 METHOD/IMPLEMENTATION

4.1 General

- 4.1.1 The following Yellow & Red Card Disciplinary procedure has been designed to discourage operatives of HCPL and sub-contracting companies placing themselves and others at risk of injury and ill health, through lack of thought or wilful neglect whilst undertaking their work.

4.2 Procedure Distribution

- 4.4.1 The Site Manager will inform and issue sub-contractors with copies of this procedure at the project prestart meetings, all HCPL employees will be made aware of the procedure at HCPL induction.

4.3 Actions requiring Disciplinary Action

- 4.7.1 The actions requiring disciplinary action include, but are not limited to:
- Not wearing PPE
 - Using an insecure ladder
 - Interfering with scaffolding
 - Not wearing ear defenders, in a designated area
 - Using an insecure ladder
 - Using an unsafe power supply

- Working in a unsafe excavation
- Misusing plant or machinery
- Working in a manner which could cause potential damage to the environment
- Non-conformance with waste, fuel or water management procedures
- 'Horseplay' or dangerous practical jokes

4.4 Disciplinary System

4.8.1 The disciplinary system is split into three sections:

- Verbal Caution (Initial offence)
- Yellow Card (Repeated offence or serious first offence)
- Red Card (Serious Misconduct).

4.5 Verbal Caution (Initial Offence)

4.9.1 Where operatives are found to be working in a manner that may have a consequence of injury to themselves or others, the Site Manager or Site Supervisor shall:

- Instruct the operative to stop work immediately
- Advise operative why they have been stopped and the health and/or safety implications of their actions
- Inform operative how to carry on working in a safe manner • Instruct the operative to re-attend site induction
- Inform the line manager and request operative to be given a tool–box-talk.
- Advise HCPL Site Manager of verbal caution and record in Daily Diary

4.6 Yellow Card (Repeated Offence or serious first offence)

4.10.1 Where the operative has received a verbal warning but continue to work in a manner that has a potential to cause injury to themselves or others, or warrants a Yellow card for the first offence, the Site Manager or Site Supervisor shall:

- Follow the 3 bullet points listed above under Verbal Caution
- Complete a Yellow/Red Card Disciplinary Action Notification, form stating the noncompliance.
- Issue a copy of the notification to the offending operative, their line manager and HCPL HSQE Director
- Instruct the operative to leave site and return the following morning for re-induction and retraining.

The operative will not be allowed to re-commence work until confirmation that the operative has been rebriefed on the RAMS for their work activities and additional training deemed required, e.g. Tool-Box-Talk.

4.7 Red Card (Serious Misconduct)

4.11.1 The issue of a Red Card will result in an operative's immediate and permanent removal from site. The Red Card can be issued without persons receiving a verbal caution or a yellow card.

A red card will be issued when an operative has;

- Blatantly disregarded the safety of themselves and/or others
- Ignored company risk assessments, method statements and/or site rules
- Tampered with scaffolds, machinery, firefighting or other safety critical equipment The Site Manager or Site Supervisor shall:
- Complete a Yellow/Red Card Disciplinary Action Notification, form and issue copy of notification to the offending operative, their line manager and the HSQE Director.

Instruct the operative to leave site permanently

4.8 Reporting and Recording of Unsafe Actions

- 4.8.1 Copies will be forwarded to HSQE Director who will maintain a spreadsheet of Unsafe Actions which will be issued Company wide which can be used for reference by other sites.

5 Document References

5.1 Form

HCPL- Yellow/Red Card Disciplinary Action Notification