Module I Enforcement, tcfh1-30-14rev1.0 Read this informational module and discuss it with your supervisor. You will receive 0.5 hours of credit in the Safety and Loss Prevention Program. There is no answer key or test other than reviewing with your supervisor.

ENFORCEMENT

It is expected that all employees will abide by our safety rules and guidelines not only to protect themselves, but also to protect their fellow workers from harm. Should a \*safety violation occur, the following steps will be taken by the employee’s immediate supervisor:

**\*Note: Examples of what constitutes a safety violation includes, but is not limited to, failure to follow verbal or written safety procedures/guidelines/rules, failure to wear selected PPE, horse play, abuse of equipment, etc..**

1. **Minor Safety Violations**: Violations which would **not** reasonably

be expected to result in serious injury.

* 1. The hazardous situation will be corrected.
  2. The employee will be informed of the correct procedures to follow and the supervisor will ensure that these procedures are understood.
  3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.
  4. A repeat occurrence of the same minor safety violation is considered substantially more serious than the first.

1. **Major Safety Violations**: Violations which would reasonably be

expected to result in serious injury or death.

* 1. The hazardous situation will be corrected.
  2. The employee will be informed of the correct procedures to follow and will impress upon the individual the severity of the violation and the likely consequences should this type of violation be repeated. The supervisor will ensure that the individual understands the correct procedures and will be cautioned that a reoccurrence could result in disciplinary action up to and including discharge.
  3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.

1. **Willful Major Safety Violations**: Intentional violation of a safety

rule which would reasonably be expected to result in serious injury to the employee or a fellow worker.

* 1. The hazardous situation will be corrected.
  2. The employee will be removed from the job site, the event will be documented and forwarded to the Safety Director, and the employee will be discharged.

Employees are to understand that the primary purpose of documenting safety violations is to ensure that the important business of employee

safety is taken seriously and that the potential for injury is reduced to the lowest possible level.

As part of our supervisory commitment to safety, management personnel will conduct frequent and random physical job site inspections using our inspection checklists found in Section IV of this program. Violations showing an overall lack of commitment to company safety goals will result in enforcement actions listed below.

Schedule of Enforcement Actions for Violations within a 1 Year Period Minor Violation

|  |  |  |  |
| --- | --- | --- | --- |
| **Offense** | **Action** | **Repeat of Same Offense** | **Action** |
| 1st | Written Notice | 1st | 1 Day Off |
| 2nd | Written Notice | 2nd | 3 Days Off |
| 3rd | 1 Day Off | 3rd | Dismissal |
| 4th | 2 Days Off |  |  |
| 5th | 3 Days Off |  |  |
| 6th | Dismissal |  |  |

**Major Violation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Offense** | **Action** | **Repeat of Same Offense** | **Action** |
| 1st | Written Notice | 1st | 4 Days Off |
| 2nd | 2 Days Off | 2nd | Dismissal |
| 3rd | 4 Days Off |  |  |
| 4th | Dismissal |  |  |