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<b>SAFETY POLICY ENFORCEMENT</b>	
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06/1/13	1	Reformat	A. Holland
12/20/13	2	Add phrase about physical inspection of area to 1.	A Holland
08/12/16	3	Change Logo & company name to MAPP	L. Blanchard



## **1. PURPOSE AND SCOPE**

MAPP employees should make every effort to work with subcontractors when safety and health violations are observed or reported. When an employee, subcontract employee, or group of employees is noted during the physical inspection of the work area or task to be in violation of safety and health policies of MAPP or Government regulations (Not following verbal or written safety procedures, guidelines, rules, horse play, failure to wear selected PPE, abuse of selected PPE, etc.), this written enforcement program should be enacted. The enforcement of the MAPP Safety Policy Manual is critical in ensuring uniform safety of all workers on site. This policy will have 4 levels of enforcement.

## **2. INITIAL ENFORCEMENT ACTION**

The first level of enforcement will be the documentation of any safety violation on a Safety Observation Report (SOR) form. The MAPP Superintendent will identify and counsel the employee(s) in violation of the policy and direct for any corrective actions that should be taken. The employee(s) foreman should be notified of initial enforcement action. All hazards must be corrected before the assigned abatement period ends and verified complete by the MAPP Superintendent. This documentation will be kept in a file at the jobsite office.

## **3. FIRST ENFORCEMENT ACTION**

The first formal enforcement will be a conference with the employee(s) and their jobsite foreman. At this level, the MAPP Superintendent will hold a meeting with the employee(s) and foreman to discuss the violation and causes for this behavior or action. Upon completion, the superintendent, employee(s), and foreman will sign a completed Policy Enforcement Report 63-002 (separate form for each employee). This will be kept in a file at the jobsite office, a copy shall be given to all signing parties, a copy shall be forwarded to the project administrative assistant for the project master files, and notification sent to the MAPP Project Manager. \*\*The MAPP Superintendent has the authority to move directly to this level of enforcement due to the seriousness or nature of a violation.

## **4. SECOND ENFORCEMENT ACTION**

The next level of enforcement will be a conference with the MAPP Superintendent, the MAPP Project Manager, the employee(s), and the subcontractor Project Manager/Coordinator. Upon violating a third instance or a more serious violation, the MAPP Superintendent shall setup a site meeting with all parties. A review of all violations will be done, if applicable, and a written plan of action will be submitted by the subcontractor to correct these conditions or behaviors. It will be left to the discretion of the MAPP Superintendent and MAPP Project Manager if the employee(s) will receive a one day unpaid suspension for this level of violation. Again, a Policy Enforcement Report shall be completed and all parties will sign. This report should be kept on file at the jobsite, a copy given to all signing parties, a copy shall be forwarded to the project administrative assistant for the project master files, and a copy should also be forwarded to the MAPP Safety Department. \*\*The MAPP Superintendent has the authority to move directly to this level of enforcement due to the seriousness or nature of a violation.

## **5. THIRD ENFORCEMENT ACTION**



The final level of enforcement shall include removal of employee(s) and/or a subcontractor from site. After repeated or a serious violation, the MAPP Superintendent shall schedule a conference with the MAPP Project Manager, the MAPP Safety Department, the Subcontractor Owner, and the affected employees. All previous violations, if applicable, will be reviewed. At this time, the MAPP project management team will make the decision as to removing the subcontractor/employee(s) from the project site. Once the Policy Enforcement Report has been completed, all parties will sign and agree to the conditions. This report should be kept on file at the jobsite, a copy shall be given to all signing parties, a copy shall be forwarded to the project administrative assistant for the project master files, and notification sent to the MAPP Leadership Team. \*\*The MAPP Superintendent has the authority to move directly to this level of enforcement due to the seriousness or nature of a violation.

**NOTE: The MAPP Project Manager and MAPP Safety Department should be notified immediately of a violation concerning any MAPP employee.**

## **6. TRAINING**

All employees shall receive training on the MAPP Safety Policy Enforcement process upon hire or assignment to a MAPP project through the MAPP Project Orientation. This training shall be documented and kept on file with the MAPP Training Department. Any persons completing the MAPP Project Orientation will be issued a wallet card valid for 2 years for all MAPP projects.

## SAFETY POLICY ENFORCEMENT REPORT

Employee Name: \_\_\_\_\_

Date Of Violation: \_\_\_\_\_

Company: \_\_\_\_\_

Type of Violation: ☐ Safety  
☐ Other

Violation Time: \_\_\_\_\_

Location of Violation: \_\_\_\_\_

### MAPP Statement:


### Employee/Subcontractor Statement:

☐ I concur with the MAPP statement.

☐ I disagree with the MAPP statement for the following reasons:


I have entered my statement about the above matter.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Corrective Action(s) Taken:


**Level of Violation:**

Level Two ☐

Level Three ☐

Level Four ☐

\_\_\_\_\_  
MAPP Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcontractor Foreman Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcontractor Project Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAPP Project Manager Signature  
(Required for all Level 3, 4, & all MAPP Employee violations)

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAPP Safety Department Signature  
(Required for all Level 4 & serious MAPP Employee violations)

\_\_\_\_\_  
Date