

BDI - EMPLOYEE WRITE UP FORM

Employee: Mckoy Atkinson

Date: 2019-08-16

Department: Shop

Supervisor: Richard Zimmer

Employee Seniority Date:

Trade level:

Disciplinary action: N



TYPE OF VIOLATION:

Safety

WARNING:

Last warning: 2019-07-19

Previous warning:

Warnings: 1

EMPLOYER STATEMENT:

Unnecessary Risk. You had backed Superior Propanes truck out of bay 7, and nosed it into the washbay with the hood open. This creates not only viewing hazards, but extended damaged to vehicle hazards as well. It is very quick to close the hood, and it is mandatory to have hood closed when leaving the shop. It may feel like it is just 10 feet that way, but that is when accidents happen. And can be dangerous to yourself, others in the shop, and customer and ownership property.

I HAVE READ THIS "WARNING LETTER" AND I UNDERSTAND IF I HAVE RECIEVED A COPY OF THE SAME

Employee Signature

Management Signature

Witness Signature