

**Burns Industrial Equipment
Safety Disciplinary Policy**

**Effective Date:
April 21, 2004**

**Revision Date:
November 1, 2012**

Safety Disciplinary Policy

Burns Industrial Equipment complies with all federal, state, and local safety and health regulations. Burns Industrial Equipment also has instituted internal requirements to help us reduce the potential for accidents or illnesses. All employees are expected to follow the safe practices, to take responsibility for their own safety, and respect the safety of others. Burns Industrial Equipment safety management approach attempts to motivate employees to work safely, rather than punishing them for unsafe behaviors, but there may be instances where disciplinary action may be necessary.

Examples of safety violations are as follows:

- Not wearing eye protection or full face shield when using a grinder.
- Blocking or obstructing an emergency exit.

Any member of the safety committee, shop supervision, or management can perform a work station inspection to make sure procedures and safety rules are being followed.

Any personnel not abiding by regulatory or internal safety rules or policies will be subject to progressive discipline. The general approach to progressive discipline includes the following steps:

- First Offense - Documented verbal warning,
- Second Offense - Written warning,
- Third Offense - Three days suspension without pay
- Fourth Offense - Termination

The discipline will be documented by the supervisor using the Safety Violation Notice attached. The Notice will be placed in the individual's personnel record. Depending on the circumstances surrounding the incident, the Safety Violation Notice may be removed from the personnel file in two years at the discretion of the supervisor writing up the infraction.

Depending on the nature, severity, or frequency of safety violations, and at Burns Industrial Equipment's sole discretion, individual or multiple steps in this progressive discipline approach may be bypassed, with potential actions up to or including termination on the first offense.

Safety Violation Notice

Date: _____

Name: _____

Department: _____

Reason for Notice: _____

Employee Signature

Supervisor Signature