



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: SAFETY INFRACTIONS

Procedure No: 3001-01

Approval: CAO

Effective Date: September 9, 2014

Supersedes Procedure No: HR 07

1. Definitions

- 1.0 If an employee observes an unsafe work habit being practiced by another employee or contractor, or an unsafe working condition, the employee will immediately take the necessary steps to correct the situation.
- 2.0 The employee observing the infraction will immediately report it to the employee's supervisor, who in turn will advise the Health and Safety Committee *in writing*.
- 3.0 Disciplinary action up to and including termination for cause will be taken against any employee who violates established workplace safety requirements. The supervisor will discipline the employee who created the unsafe condition, or specific incident, in the following manner:
 - 3.1 *First offence* - verbal warning from supervisor.
 - 3.2 *Second offence* - written reprimand from supervisor.
 - 3.3 *Third offence* - written suspension from supervisor.
 - 3.4 *Fourth offence* - dismissal by the C.A.O.
- 4.0 A supervisor or the C.A.O. may discipline the employee to a greater degree if the unsafe condition or action is of a severe nature.

2. End of Procedure

Approved: 10.03.824