	Health and Safety Policy		Section No:	7
			Initial Issue Date	003
Safety Violation Policy			Revision Date:	Jan 1, 2017
			Revision No.	1
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Introduction

The purpose of this policy is to outline the use of corrective actions (discipline) as a means of enforcing our safety and health policies and procedures.

General Requirements

It is the responsibility and duty of each member of management to enforce our Health and Safety Policy so that it is meaningful and credible.

Responsibility and Accountability

Definitions:

- **RESPONSIBILITY** – means having to answer to higher management for activities and results.
- **ACCOUNTABILITY** – is an active measurement taken by management to ensure compliance with policies and standards.

The concept of safety responsibility must be equally as important as production, cost and quality when measuring job performance. The key to effective safety performance is accountability. If employees are not held accountable for safety, they tend to focus their attention to those areas mentioned previously that are measured.

An employee held accountable for safety will accept the given responsibility.

Everyone is responsible for safety – from the owner to the new employee.

Enforcement

The safety policies put in place to protect employees must be enforced consistently in order to be effective. Random enforcement of safety rules sends mixed messages regarding the company's commitment to worker safety and is not taken seriously.


Carelessness or disregard of Company, Owner, Local, State, and Federal safety and health policies and standards will not be tolerated. Safety must be a primary consideration in all construction activities.

Violations

Each violation will be assigned an abatement period or the time in which to correct the hazard. The seriousness of the violation will dictate the abatement period.

At the time the violation is noted, the Superintendent or Project Manager shall notify the person involved by one of the following methods:

- **Non-Serious Violation:** This involves employee exposure to the violation of a standard that has resulted or could reasonably be expected to result in only a minor injury or illness. Employees shall be verbally advised for a first-time violation of this type.

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- **Serious Violation:** This involves employee exposure to the violation of a standard that has resulted or could reasonably be expected to result in death or serious physical harm. Involved employees shall be verbally informed and issued a citation (attached) for the standard violation.
- **Imminent Danger:** In cases where a condition or practice poses immediate danger to life, limb, or property, the Safety Manager or Project Manager shall insist that the portion of work stop until the unsafe condition has been corrected and issue a citation to the involved employees.

Repeat Violations

In the event that an employee repeats a violation of the same standard, the following protocol shall apply:

- 1st Violation: Verbal Warning
- 2nd Violation: Citation Issued
- 3rd Violation: 3-day Suspension
- 4th Violation: Immediate Discharge

Egregious Violations

Some infractions are so serious that the 4-step process listed above will be bypassed. Violations considered egregious could include, but would not be limited to:

- Failure to wear fall protection as required by statute, regulation, or policy.
- Lock-out/Tag-out violations such as removing another worker's lock from a device or failing to use proper lock-out procedures, etc.

Safety Absolutes

With our goal of "Nobody gets hurt", we will enforce the following seven (7) "Safety Absolutes":
We will wear all of the required PPE;

- We will lock and tag-out when required;
- We will operate our equipment safely;
- We will safely hoist all materials;
- We will maintain a drug and alcohol-free work force;
- We will use fall restraint systems or fall arrest equipment above 6 feet;
- We will follow established confined space procedures.