

Safety Policy Violations

Policy

Safety and health policies and procedures are established and enforced to protect employees from injury and illness as well as to provide for a safe and healthy place of employment. In order to enforce standard safety practices discipline is utilized with an aim of educating the employee to the importance of safe practices. It is the policy of the *(Insert City Name)* to make use of disciplinary procedures when necessary to obtain employee adherence to acceptable standards of conduct.

Procedures

Violations of health and safety policies and procedures are considered to be among the most serious violations of City policy. All *(Insert City Name)* employees are required, as a condition of their employment, to abide by all health and safety policies and to follow all required health and safety procedures. City employees who violate the Safety Policies and Procedures as adopted by the Personnel Board shall be subject to disciplinary action as listed below, unless particular circumstances warrant more extreme actions. The steps as indicated below are normally progressive but steps may be skipped in situations where the type of violation warrants.

- A. Given a verbal warning by their immediate superior following the first offense.
- B. Given a written warning that will be placed in their personnel file following the second offense, or
- C. May be referred to the appointing authority for discipline in accordance with the merit system rules, which may include reduction, suspension, or dismissal.

Supervisor Responsibility

The immediate crew leader is responsible for enforcement of established safety policy. If the immediate supervisor fails to enforce safety policy and a member of the crew receives a safety disciplinary action, then the supervisor may also receive disciplinary action for failure of duty.

Reference:

- ◆ Policy 101: *(Insert City Name)* Safety & Health Commitment
- ◆ Policy 102: Employee Commitment to Safety & Health