

<b>HOUSTON CONTROLS</b>  <i>Instrument, Electrical, Analytical Specialists</i>	Houston Controls, Inc Safety Management System		Doc No:	DISCLPN
			Initial Issue Date	3/07/2008
			Revision Date:	3/16/2011
			Revision No.	1
<b>DISCIPLINARY PROGRAM</b>			Next Revision Date:	3/16/2012
Preparation: Safety Mgr	Authority: Dennis Johnston	Issuing Dept: Safety	Page:	Page 1 of 3

## **Purpose**

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The purpose of this program is to establish a firm but fair disciplinary action policy to enforce the safety system.

## **Scope**

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This document is applicable to all employees.

## **Responsibilities**

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It is the responsibility of each and every person employed by Houston Controls, Inc to work in a safe and efficient manner. The safety system provides guidelines and procedures to help insure that safe work practices are observed. In the event that any employee violates provisions of the Houston Controls, Inc safety system or works in a manner that threatens his own health and safety or the health and safety of the employees around him, he will be subject to disciplinary action, up to and including termination of employment.

The safety manager, operations managers, supervisors and foremen hold positions responsible for enforcing the safety system and for issuing disciplinary action as required by this section of the safety manual.

Houston Controls, Inc is committed to safety and senior management holds all supervisory staff responsible and accountable for safety within their respective areas.

Physical inspections by Houston Controls, Inc officials or insurance representatives that indicate violations showing overall lack of commitment to Houston Controls, Inc safety goals shall be under the same level of disciplinary actions.

## **Requirements**

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Safety is a core value and a condition of employment at Houston Controls, Inc. The following actions constitute a safety violation:

- Not following verbal or written safety procedures, guideline or rules of Houston Controls, Inc or our clients
- Horse play, failure to wear required PPE, and or abuse of PPE
- Being under the influence of drugs or alcohol during work
- Bringing weapons on the job site
- Failure to report incidents or injuries
- Attempted or actual physical force to cause injury, threatening statements or other actions to cause an employee to feel they are at risk of injury.

## **Procedure**

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The following procedures will be following after issuing a safety violation notice:

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- The first offense will result in a verbal warning. The employee will be met with and informed that he or she is being issued a verbal warning and informed of the infraction, rule or procedure that was violated and the corrective action to be taken. Proper procedure will be discussed to clarify the situation and allow the employee to correct his behavior. The person making this verbal warning will inform the operations manager of his branch that this warning has been issued so the operations manager may make a written record of the warning.
- The second offense will result in a written reprimand and additional training. The reprimand will be written on the standard Safety Reprimand form (see below) and will describe the unsafe activity or behavior that needs correction. Refer to the section of the safety program that was violated (when applicable). The employee receiving the reprimand has the right to submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.
- The third offense will result in another written reprimand (using the standard form) and punitive layoff, the duration of which will be decided at the time of the disciplinary action and is to be weighed by the severity of the offense. Again, the employee may submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.
- The fourth offense may result in the termination of the offending employee.

The above actions are to be placed against a sliding twelve month scale. If an employee receives a reprimand on January 1 and commits his fourth offense on or before December 31st of the same year, he is terminated. The employee does not have to commit the same violation each time to receive further reprimands. He could receive a verbal reprimand for smoking in a no smoking area on his first offense and get a written reprimand for his second offense which might be a forklift violation and yet another for failing to use proper personal protective equipment. He will be terminated upon his fourth offense in the last twelve months.

In the case of serious safety violations such as by-passing guarding or other unsafe activities that put the violator or other employees at serious risk of injury, the manager may move the violator directly to the second or third warning level. If the violator's actions put him or others at risk of death or dismemberment the manager has the option to terminate him with no further warning.

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## Safety Reprimand Form

Date: \_\_\_\_\_

Reprimand # \_\_\_\_\_

Issued To: \_\_\_\_\_

Signature: \_\_\_\_\_

Issued By: \_\_\_\_\_

Signature: \_\_\_\_\_

Violation (Describe in Detail):

Follow up Training: \_\_\_\_\_

Presented by: \_\_\_\_\_

Date of Training: \_\_\_\_\_

Trainee Signature: \_\_\_\_\_