

NOTICE OF SAFETY VIOLATION

A worker's disregard of safe work practices will not be tolerated. Willful failure of a worker to follow safety rules and regulations can lead to disciplinary action, up to and including discharge. However, no worker shall be discharged or otherwise disciplined for refusing to work on a job that exposes the individual to a clear and present danger to life or limb.

In addition, the law requires a system for ensuring that safe work practices are observed. The purpose of a disciplinary program is to help promote and ensure safety on the job and to comply with the law. It is the responsibility of everyone to make every effort to ensure a safe work environment for all involved.

This form is to be completed by the Unit Production Manager (UPM) and/or Line Producer (LP), with assistance from the worker's supervisor, Human Resources, Labor Relations, and the Production Environmental, Health and Safety (EHS) Representative. Upon completion and discussion with worker, file a copy in the worker's file and forward copies to EHS and Labor Relations (if the worker is covered under a collective bargaining agreement).

Production Title:		Date:	
Date of Incident:		Time of Incident:	☐ AM ☐ PM
Worker Name:		Position/Title:	
Location of Incident:			
Describe the Incident:			
Action Taken (Describe): <i>NOTE: Some violations may be serious enough to warrant immediate termination or suspension on the first offense. Since every type of violation cannot be anticipated, management reserves the right to treat each incident on a case-by-case basis.</i>			
Filed by (Name):		Position/Title:	
Date discussed with Worker:			
Worker Acknowledgment Signature: (For Written Warning)			
Date:			

By signing this notice, you acknowledge that you have read and understand the contents of this notice and have had an opportunity to discuss it with your supervisor and/or UPM/LP. It does not indicate that you agree with its content.