

Safety rule enforcement

Organization name: _____

An enforcement action is only appropriate in cases of deliberate actions by employees. It is important that you understand the employee’s decision—both the context of the situation and the employee’s motivation—when selecting the appropriate corrective measures (if any).

Employee name: _____ Date: _____

TYPE OF ENFORCEMENT ACTION BEING DOCUMENTED

- Verbal warning First written warning Repeated written warning Suspension Termination

DESCRIBE THE INCIDENT. WHICH RULE(S) DID THE EMPLOYEE FAIL TO FOLLOW?

RESULT OF VIOLATION

- Injury Near miss Equipment/property damage Other: _____

Provide additional detail about the outcome, or in the event of a near miss the potential outcome, resulting from the employee’s failure to follow rules.

CORRECTIVE ACTION

- Coaching Training Refresher training Counseling Other: _____

EMPLOYEE COMMENTS (OPTIONAL)

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Please review and customize this sample document to reflect your organization’s expectations. This is to be used as a supplement to and not in lieu of OSHA safety regulations and policies. Pinnacol Assurance assumes no responsibility for management or control of customer safety activities.