

Safety rules enforcement policy

Organization name: _____

Please review and customize this sample document to reflect your organization's expectations.

OBJECTIVE

Safety rules are provided as guidelines for safe operations. These rules apply to all employees and contractors.

RATIONALE

[Organization name] _____ has analyzed job hazards and identified controls as part of our efforts to provide a safe workplace. In some instances, however, the only thing keeping employees safe will be their actions. These workplace safety rules establish our expectations of employees in those situations.

PROCEDURE

All employees will be given a copy of the safety rules upon initial employment. All employees must sign and return the acknowledgment form after they have been given a chance to review the safety rules and ask any questions. The safety rules will be periodically reviewed by management with input from employees in order to ensure that they are applicable and current, and updates will be promptly shared with all employees.

ENFORCEMENT

All employees may be subject to disciplinary and/or other corrective actions for intentional non-compliance with safety rules. Nothing in this policy or this safety program will preclude management from terminating an employee for a safety violation. This is not a progressive discipline system. Serious or willful safety violations may lead to an employee's termination without prior instruction or warning.

[Organization name] _____ reserves the right to impose any of the following disciplinary actions it deems appropriate:

- Verbal warning with documentation in personnel file.
- Written warning outlining nature of offense and necessary corrective action with documentation in personnel file.
- Suspension.
- Termination.

Managers, including supervisory personnel, are subject to the above disciplinary action for the following reasons:

- Repeated safety rule violations by employees under their supervision.
- Failure to provide adequate training prior to assigning jobs.
- Failure to report accidents and to provide medical attention to employees injured at work.
- Failure to control unsafe conditions or work practices.
- Failure to maintain good housekeeping standards and cleanliness in their departments.

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.