

Section 13 – Progressive Discipline

PURPOSE Progressive Discipline will be used as a deterrent to prevent employees from working in an unsafe manner. This procedure will becoming a "last resort" management tool in the prevention of workplace accidents and/or unsafe acts or conditions.

SCOPE Progressive Discipline will be used as an equal and unbiased means of enforcement of company policies and procedures to all workplace parties.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Defining and setting acceptable standards in the workplace for safe work practices and procedures.
- Distribute applicable disciplinary policies and forms as needed.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Defining and setting acceptable standards in the workplace for safe work practices and procedures.
- Ensuring this policy is applied objectively, promptly and consistently to all Subcontractor and worker.
- Follow up on Supervisory Progressive Discipline documentation and recommendations as required.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace;

Supervisors Responsibilities:

- Regularly communicate performance expectations with Subcontractor and worker and to confirm expected consequences of non-compliance.
- Ensuring this policy is applied objectively, promptly and consistently to all Subcontractor and worker.
- Take prompt and appropriate action any workplace party is working in an unsafe or ineffective manner.
- Documenting all disciplinary activities on the appropriate form.

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- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Work in a manner that is consistent to all corporate policies, procedures and training objectives.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

If any worker who willingly or unwillingly work in an unsafe manner or is not following corporate policies, procedures or training objectives, the **Health and Safety Coordinator**, and the **Supervisors** must take reasonable precaution to prevent this situation from reoccurring including appropriate Progressive Disciplinary Actions.

Progressive Disciplinary Policy

Workers, Subcontractors or others will be subject to any of the following disciplinary actions as is appropriate in the circumstance:

1. Verbal or written warning
2. Written warning
3. Removal, suspension or dismissal

The Corporate Progressive Disciplinary Policy will be included in orientation package and communicated to all new hires. All disciplinary actions must be delivered in a fair and progressive manner. If disciplinary actions must be taken against our Worker or a Subcontractor, the following steps must be followed as a minimum;

1. The Worker or Subcontractor must be asked to stop work and proceed to the site trailer or appropriate safe location.

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2. The **Supervisor** OR **Health and Safety Coordinator** must be present when the disciplinary actions are taken and records must be taken.
3. The Worker or Subcontractor must be notified in writing of the reason for the disciplinary actions.
4. The Worker or Subcontractor must also be given a chance to defend or explain his/her actions.
5. Documentation of the disciplinary actions will use our Progressive Discipline Form (**13-1 Form**) and must be forwarded to **Senior Management** and the **Health and Safety Coordinator** as well as the involved worker or Subcontractor.

Note:

- (1) Termination of a worker's employment can only be done with the consent of **Senior Management**.
- (2) If there is reason to believe that the worker may potentially become aggressive then do not put your safety at risk. Dial 911 immediately and request police services.

DISTRIBUTION

The distribution of the Progressive Discipline Policy will be performed by each **Supervisor** using the following steps:

1. Orientation with all workers to explain the Progressive Discipline Policy.
2. Communicated during Toolbox Safety Talks where required.

RECORDS

If Progressive Discipline is used, the **Supervisor** must ensure documentation is provided to the **Senior Management** and or **Health and Safety Coordinator** immediately for review. This information is to be maintained in the employee file indefinitely.