

Great Western Painting

Disciplinary Program

Commitment to Safety Policy Statement

It is our policy to provide a work environment that is inherently safe. The safety and health of our employees is of primary importance as they are our most important resource.

Safety takes a commitment from all personnel within our organization. This includes every person from senior management, supervisors, and established employees, and the newest hire.

Training will be interactive with an opportunity for all to actively participate, ask questions, make suggestions, and refer to our written policies and procedures.

Supervisory responsibility for discipline & commitment to safety goals:

Supervisors will:

1. make frequent job site inspections to ensure compliance with established safety procedures. Observation of unsafe acts will be addressed immediately
2. enforce safety utilizing our documented enforcement procedures.
3. encourage safety by ensuring documented safety meetings are held.
4. participate with employees in documented job hazard analysis.
5. making sure that employees understand their stop work authority.
6. identify safety training needs will be identified by continual reassessment of our work methods, equipment and job sites as well as employee and management input.
7. encouraging employees to advise them immediately should a safety or health risk exist so that corrective action may be taken immediately.

Supervisors, themselves, will be **subject to disciplinary action** if they violate or do not enforce our safety policies and procedures.

Safety requires not only that each person understand and perform individual tasks in a safe manner, but also that each individual is aware of his surroundings and is actively involved in the safety of others.

This Policy Statement will be conspicuously posted.

Patrick Evje
Safety Director

Great Western Painting

Safety Program Overview

This comprehensive safety & health training program has been developed to address our specific safety concerns and to provide guidance for the performance of individual job tasks within the framework of appropriate Occupational Safety & Health Administration (OSHA) standards.

Safety demands a commitment from all personnel within our organization. As a contractor, we have an obligation to ensure that all our employees are afforded the protection of an appropriate safety & health program.

This program contains policies and procedures to deal with common workplace hazards, specific job related hazards, and potential hazards that may arise.

Hazard assessment, project pre-planning, and engineering controls, where feasible, will be the preferred method of providing a safe workplace. Hazards that remain will be minimized or eliminated through training which provides our employees the ability to recognize workplace hazards and understand the proper procedural and/or personal protective equipment requirements.

Each employee is encouraged to contact their supervisor immediately should a safety or health risk exist so that corrective action may be taken to eliminate the hazard entirely or deal with the hazard in a safe manner through modified work procedures, PPE, and/or other appropriate action.

On all job sites, at least one person will be designated a “**competent person**” by virtue of experience or training. This person will have the ability to identify work related hazards, know the corrective procedures, and have the responsibility, ability and authority to stop work if the workplace cannot be made safe.

The Safety Director, or other designated competent **company official** will make routine and random physical inspections of work areas to identify new hazards, monitor the effectiveness of our safety & health program, and identify lack of commitment to our **safety goals**. Employees who are found to lack a commitment to our safety goals will be **subject to disciplinary action at the same level** as if they had actually violated a safety standard, rule or procedure.

In the final analysis, the success of our safety effort depends on all employees from senior management to the newest hire demonstrating a commitment to safety by working in a safe manner. Safe job performance is how our safety effort is ultimately measured.

ENFORCEMENT

Below are what constitutes safety violations:

- a. **Minor Safety Violations**: Violations which would **not** reasonably be expected to result in serious injury.
 1. **Example**: Unsightly non-hazardous debris is not picked up on the job site which violates our housekeeping policy of not allowing construction debris to accumulate.

Note: If the debris is hazardous, as opposed to unsightly, this would be a major safety violation.

Tools are not cleaned and properly stored after use which violates our policy of properly cleaning and storing tools after use.
- b. **Major Safety Violations**: Violations which would reasonably be expected to result in serious injury or death.
 1. **Example**: Failure to utilize fall protection when on a walking/working surface 6 feet or more above a lower level which violates our fall protection procedures.

Failure to use a ground fault circuit interrupter when using temporary wiring which violates our electrical safety procedures.
- c. **Willful Major Safety Violations**: Intentional violation of a safety rule which would reasonably be expected to result in serious injury to the employee or a fellow worker.
 1. **Example**: Knowingly and willfully failing to utilize fall protection when on a walking/working surface 6 feet or more above a lower level which after being told not to do so.

It is expected that all employees will abide by our safety rules and guidelines not only to protect themselves, but also to protect their fellow workers from harm. Should a safety violation occur, the following steps will be taken by the employee's immediate **supervisor**:

- a. **Minor Safety Violations**: Violations which would **not** reasonably be expected to result in serious injury.
 1. The hazardous situation will be corrected.

2. The employee will be informed of the correct procedures to follow and the supervisor will ensure that these procedures are understood.
 3. The **supervisor** will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.
 4. A repeat occurrence of the same minor safety violation is considered substantially more serious than the first.
- b. **Major Safety Violations:** Violations which would reasonably be expected to result in serious injury or death.
1. The hazardous situation will be corrected.
 2. The employee will be informed of the correct procedures to follow and will impress upon the individual the severity of the violation and the likely consequences should this type of violation be repeated. The supervisor will ensure that the individual understands the correct procedures and will be cautioned that a reoccurrence could result in disciplinary action up to and including discharge.
 3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.
- c. **Willful Major Safety Violations:** Intentional violation of a safety rule which would reasonably be expected to result in serious injury to the employee or a fellow worker.
1. The hazardous situation will be corrected.
 2. The employee will be removed from the job site, the event will be documented and forwarded to the Safety Director, and the employee will be discharged.

Employees are to understand that the primary purpose of documenting safety violations is to ensure that the important business of employee safety is taken seriously and that the potential for injury is reduced to the lowest possible level.

Schedule of Enforcement Actions for Violations within a 1 Year Period

Minor Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	1 Day Off
2nd	Written Notice	2nd	3 Days Off
3rd	1 Day Off	3rd	Dismissal
4th	2 Days Off		
5th	3 Days Off		
6th	Dismissal		

Major Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	4 Days Off
2nd	2 Days Off	2nd	Dismissal
3rd	4 Days Off		
4th	Dismissal		

Great Western Painting

ENFORCEMENT DOCUMENTATION

Date: _____ Check One: Minor Major Willful

Employee Name: _____

Supervisor: _____

Description of violation: _____

Possible Adverse Consequences: _____

Corrective Action: _____

Employee Acknowledgment:

(Employee Signature) (Date)

Employee statement/rebuttal (optional): _____

Witnesses: (if appropriate & available. An effort should be made to obtain witnesses for willful safety violations)

(Print name) (Signature)

(Print name) (Signature)

Note: With the exception of willful violations, this form will be destroyed after a 12 month period.