

Safety Brief: Safety Discipline at Work

Rules and Requirements

□ Levels

- **Level 1: Verbal Warning...First at-fault accident, incident, near-miss, or violation of policies/procedures or safety violation in a 1-month period**
 - Verbal warning documentation will be placed the Smartsheet Field Worker List if recipient is an MHA employee and Smartsheet Enforcement log if a subcontractor. P&C create an Observation and save the document there also.
 - Appropriate retraining provided, if necessary.
 - If no other infractions happen within 90 days. Employee returns to zero.
- **Level 2: 2nd at-fault accident, incident, near-miss, or violation of policies/procedures or safety violation in a 1-month period since the last infraction**
 - Formal written document...documentation will be placed the Smartsheet Field Worker List if recipient is an MHA employee and Smartsheet Enforcement log if a subcontractor. P&C create an Observation and save the document there also.
 - Appropriate retraining provided, if necessary.
 - If no other infractions happen within 90 days. Employee returns to zero.
- **Level 3: Third at-fault accident, incident, near-miss, or violation of policies/procedures or safety violation in a 1-month period since the last infraction**
 - Formal written document...documentation will be placed the Smartsheet Field Worker List if recipient is an MHA employee and Smartsheet Enforcement log if a subcontractor. P&C create an Observation and save the document there also.
 - Mandatory discussion with Dave Van Vleck and Safety Program Administrator or John Scott and Safety Program Administrator for employees and Subs
 - Appropriate retraining provided, if necessary.
 - If no other infractions happen within 90 days. Employee returns to zero.
- Final violation will result in termination or removal from site. Documentation placed in employee's personnel file.

Note: The Company reserves the right to apply appropriate discipline, based upon the danger of the safety or health infraction, up to and including termination or removal without warning.