

	<b>COMPANY HEALTH AND SAFETY PROGRAM</b>	
	<b>Document No.</b> 2.3	<b>Date:</b> August 2, 2006
	<b>Violations and Disciplinary Action</b>	<b>Revision:</b> 0

## **1.0 PURPOSE**

To support the enforcement of good safety performance and to eliminate repeated or continuing safety violations by the use of appropriate disciplinary measures.

## **2.0 SCOPE**

This Policy applies to all departments, affiliates, subcontractors and joint ventures of HES.

## **3.0 POLICY**

Appropriate disciplinary measures will be prepared as a management tool to promote compliance of personnel to the HES Company Health & Safety Program and those portions of the safety and health standards of such local, state, and federal regulatory agencies as applicable.

In those cases involving HES's employment of subcontractors, disciplinary actions may be limited to the terms of the specific project contract or agreement.

## **4.0 GENERAL REQUIREMENTS**

Each employee of HES is individually responsible for complying with each of the applicable provisions of the Company Health & Safety Program, in addition to those safety instructions issued by the employee's supervisor.

All employees who report to work for HES will be given a safety orientation as a part of the general hiring practices. During the orientation, the company's attitude toward safety will be stressed and the employee will be advised and explained of the HES Company Health & Safety Program.

Each supervisor will be required to verbally issue appropriate site-specific safety instructions to all employees prior to assigning them to work.

Each supervisor will be responsible for coordinating work with all other supervisors in the work area to ensure that all work can be accomplished safely (i.e. different task supervisors at same jobsite, subcontractors, etc.).

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## 5.0 VIOLATIONS

A Violation form will be completed as needed for each employee identifying the affected items involved as follows but which are not all inclusive:

- Work Practice violations;
- Cause for Disciplinary Action and/or Termination;
- Cause for Immediate Suspension and/or Termination; and
- Health and Safety violations.

The Violation form will be reviewed and understood by each employee at the time of new employee orientation for awareness of use.

## 6.0 SPECIFIC REQUIREMENTS

All disciplinary actions will be administered in a fair and non-discriminatory manner.

Each supervisor is responsible for ensuring that each employee reporting to him or her is given the necessary specific safety instructions and that the instructions are clearly understood by the employee. Language differences will be overcome through the use of an interpreter.

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## **HALLEN ENVIRONMENTAL SERVICES, LLC. DISCIPLINARY POLICY & MATRIX**

**ALL EMPLOYEES OF HES ARE SUBJECT TO THE TERMS OF THIS POLICY. NO EXCEPTIONS. THIS POLICY AND MATRIX DEAL WITH TWO TYPES OF VIOLATIONS. THOSE SPECIFIC TO AN INDIVIDUAL AND THOSE THAT APPLY TO AN ENTIRE CREW OR SITE. THUS THE PENALTIES ARE DIFFERENT.**

**INDIVIDUAL EMPLOYEE: ANY EMPLOYEE THAT FAILS TO WEAR REQUIRED PERSONAL PROTECTIVE EQUIPMENT (AS STATED IN THE SAFETY MANUAL OR UTILITY COMPANY’S P.P.E. MATRIX) WILL BE SUBJECT TO A ONE DAY SUSPENSION WITHOUT PAY. THE EMPLOYEE WILL BE REMOVED FROM ALL SAFETY INCENTIVE PROGRAMS FOR THE YEAR AND HIS/HER CREW WILL NOT BE ELIGIBLE FOR THE MONTHLY SAFETY AWARD. IN ADDITION, THAT EMPLOYEE’S FOREMEN WILL BE REMOVED FROM ALL YEAR END SAFETY AWARDS. A REPEAT OFFENSE WILL RESULT IN A THREE-DAY SUSPENSION. THE THIRD OFFENSE WILL RESULT IN A FIVE-DAY SUSPENSION. THE FOURTH VIOLATION WILL LEAD TO TERMINATION.**

**CREW OR SITE VIOLATION: DURING THE COURSE OF A SITE AUDIT, IF DEFICIENCIES ARE FOUND, A CREW WILL BE REMOVED FROM THE MONTHLY SAFETY CONTEST. IF ANY OF THE DEFICIENCIES ARE VIEWED AS POTENTIALLY SERIOUS O.S.H.A. VIOLATIONS (I.E. TRENCHING OR SHORING), THE FOREMAN IS SUBJECT TO THE SAME PENALTIES AS LISTED IN THE PREVIOUS SECTION. VIOLATIONS OF UTILITY COMPANY’S S.O.P.’S WILL BE VIEWED AS “SERIOUS”. IF AN O.S.H.A. CITATION IS ISSUED TO A SITE, REMEDIAL TRAINING IS REQUIRED IN ADDITION TO THE PENALTIES ALREADY STATED. THE ENTIRE CREW WILL BE REQUIRED TO ATTEND SAID TRAINING.**

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### HES Corrective Action System

Non-compliance of issues relating to personal protective equipment will result in the following disciplinary measures.

- 1<sup>st</sup> infraction - One day suspension for non-compliant employee
- 2<sup>nd</sup> infraction - Three day suspension for non-compliant employee
- 3<sup>rd</sup> infraction - Five day suspension for non-compliant employee
- 4<sup>th</sup> infraction - termination of non-compliant employee

In addition, the following measures will affect the foreman and entire crew.

- Removal from consideration for Crew/Tradesman of the Month Awards
- Removal of the foreman for all year-end Safety Awards

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Project Name: \_\_\_\_\_ Project No: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Violation: \_\_\_\_\_ Time of Violation: \_\_\_\_\_

Location of Violation: \_\_\_\_\_

Type of Violation:  Regulatory Agency  Health & Safety Policy  Work Practice (Circle one or more)

This is a record to advise you that on the above date you were observed violating a Regulatory Agency Safety Standard, the HES Company Health & Safety Program, and/or a Work Practice. The violation observed is as follows:

You are further advised that repeated violations of pre-defined safety rules and standards will not be tolerated on the project. Violations may result in injury to yourself or your fellow workers, thus you are being warned that if your actions are not corrected and the safety program for the project is not conscientiously observed, you will subject yourself to further disciplinary actions up to and including termination.

\_\_\_\_\_  
(Employee's Signature)      (Date)      (Supervisor's Signature)      (Date)

\_\_\_\_\_  
(Witnesses Signature)      (Date)      (Supervisor's Signature)      (Date)

Disciplinary Action Taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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