| Organization Name**>> Safety Rules Enforcement Policy**  |
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| **OBJECTIVE** Safety rules are provided as guidelines for safe operations. All employees must follow these rules as a condition of employment.  |
| **SCOPE**Rules apply to all employees and contractors.  |
| **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 in order to ensure that they are applicable and current, and updates will be promptly shared with all employees.  |
| **ENFORCEMENT**Employees are subject to disciplinary action for violations of safety rules. Employees will be afforded instructive counseling and/or training to ensure a clear understanding of the infraction and the proper conduct under organizational guidelines. 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, and any safety violation may lead to an employee’s termination without prior instruction or warning. Management 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.
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| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the enforcement policy of Insert Organization Name and agree to act in accordance with the safety rules at all times while working. I am aware that the violation of any rule is cause for stern disciplinary action, which could include termination of employment.  |
| **Employee Signature:** |  | **Date:**  |  |