

Client Co: \_\_\_\_\_

## *Notice of Safety Infraction*

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to enforce company safety rules strictly. Infractions of safety rules will result in at least the following:

1st Infraction: Written/Verbal warning	2nd Infraction: Written warning
3rd Infraction: 3 to 5 day suspension	4th Infraction: Dismissal*

\_\_\_\_\_, you have been observed behaving in the following unsafe manner, contrary to company safety rules:

This is your 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ Infraction.

Action taken, therefore, is: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor Signature / Date

\_\_\_\_\_  
Supervisor Printed Name

**\* The company reserves the right to terminate immediately and without any prior warning any employee it determines has acted unsafely.**

Check here if this form was refused by employee \_\_\_\_\_