



**Safety  
Disciplinary Action  
Employee Reprimand Report**

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

Position: \_\_\_\_\_

Date of Reprimand: \_\_\_\_\_

Department \_\_\_\_\_

**Safety Policy – Procedure Violation:**

***Explain in detail the employee's Safety Violation:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Identify the Section of the Safety and Accident Prevention Manual violated.***

\_\_\_\_\_  
\_\_\_\_\_

***Identify the Level of Disciplinary Action:***

***Level 1 – Verbal / Oral Warnings*** \_\_\_\_\_

***Level 2 – Written Warnings*** \_\_\_\_\_

***Level 3 - Disciplinary Leave*** \_\_\_\_\_

***Level 4 – Termination*** \_\_\_\_\_

***Supervisor Comments:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Dept. Director Signature                      Date

## ***Levels of Disciplinary Action:***

### ***Level 1 - Verbal / Oral Warnings***

Supervisors may issue verbal / Oral warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

### ***Level 2 – Written Warnings***

Supervisors may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage.
- Activities that could potentially result in injury or property damage.

### ***Level 3 - Disciplinary Leave***

Supervisors may recommend, and management may institute disciplinary leave for the above reasons as well as the following:

- A single serious violation of a rule or procedure that results in injury to an employee or property damage.
- Repeated violations or conformance to safety rules/procedures.

### ***Level 4 - Termination***

Supervisors may recommend and management may concur in the termination of any employee for repeated serious violations of the above circumstances.