**Purpose**

[Organization’s Name]is committed to their health and safety program and the importance of all employees to follow all safety legislation and established health and safety policies and procedures while working with [Organization’s Name].

**Policy**

[Organization’s Name] believes that establishing proper disciplinary procedures and holding all employees accountable for health and safety matters is vital to creating and maintaining a healthy, safe and injury free environment.

Discipline for health and safety violations will be applied objectively, promptly, and consistently to all employees and throughout all operations.

All discipline shall be conducted in private and all employees are to be treated fairly with dignity and respect. Discipline is not to be used in a punitive or negative manner but will be used to educate employees and to correct at-risk behaviours.

**Definitions**

**Responsibilities**

Employees – Employees are responsible for performing their work in a safe and competent manner and for displaying conduct and behaviour that is consistent with our policies and safe work procedures, as well as those practices outlined by Alberta Occupational Health and Safety legislation.

Managers, Assistant Managers and Supervisors – Managers, Assistant Managers, and Supervisors are responsible for effectively communicating safety messages (including policies and procedures) to staff, and ensuring that safety messages are understood.

Managers, Assistant Managers, and Supervisors are responsible for documenting any health and safety-related instances where discipline may be warranted or is indeed necessary. Each Manager, Assistant Manager, and Supervisor is responsible for ensuring employees are treated fairly, with dignity and respect, and for ensuring that employees have been provided the appropriate training and assistance throughout the discipline process.

**Procedure**

***Step 1:***A verbal warning will be issued for the first occurrence of a health and safety violation by an employee. All verbal warnings will include:

* a discussion of the health and safety violation with the employee,
* clear communication of the health and safety standard, policy, procedure and expectations of employee performance,
* the creation of a plan of action to bring about the desired change, and
* an agreed-upon follow-up date with the employee.

All verbal warnings require that the Manager, Assistant Manager or Supervisor place documentation on the employee’s personnel file indicating that they met with the employee and discussed the health and safety violation with them. Documentation indicating the completion of the action plan will be placed on the employee’s file.

***Step 2:***A written warning will be issued for the second occurrence of a same or similar health and safety violation by an employee.

All written warnings will include:

* an explanation of the health and safety violation committed by the employee,
* an explanation of the health and safety standard, policy, procedure and expectations of performance for the employee,
* an action plan to bring about the desired change in the employee,
* an agreed-upon follow-up date with the employee, and
* the consequences of failing to correct their behaviour and follow the health and safety standard, policy, or procedure.

Copies of all written warnings are to be placed on the employee’s personnel file. Employees will be required to sign off on the written warning to acknowledge they have received the written warning and discussed it with their Manager, Assistant Manager, or Supervisor. Documentation indicating the completion of the action plan will also be placed on the employee’s file.

***Step 3*:** A suspension will be issued for the third occurrence of a same or similar health and safety violation by an employee. Managers, Assistant Managers, or Supervisors in collaboration with human resources are to hold a meeting with the employee to distribute and discuss the suspension letter and the terms therein.

A formal suspension letter will include:

* a summary of the health and safety violation committed by the employee,
* an explanation of the health and safety standard, policy, procedure and expectations of performance for the employee,
* a statement of how many days the worker will be suspended without pay,
* the final consequence of failing to correct their behaviour and follow the health and safety standard, policy or procedure.

Employees are to sign a copy of the suspension letter indicating acknowledgement of receipt. Copies of all suspension letters are to be placed on the employee’s personnel file including documentation of the meeting held with management, human resources and the employee.

***Step 4*:** An employee’s employment with [Organization’s name] will be terminated upon a fourth occurrence of a same or similar health and safety violation. Managers, Assistant Managers, or Supervisors in collaboration with human resources are to hold a meeting with the employee to distribute and discuss the termination letter and the terms therein.

A formal termination letter will include:

* an explanation of why the employee is being terminated and the effective date, and
* a summary of the previous warnings issued to the employee for the health and safety violation.

Copies of termination letters are to be placed on the employee’s personnel file including documentation of the meeting held with management, human resources and the employee.

***Serious Offences***

In the event that employees engage in severe offences including, but not limited to, offences that endanger life or limb, [Organization’s Name] impose more serious penalties up to and including immediate termination without following the procedure provided under this progressive disciplinary policy.

*Consider including sections within your organization’s procedure indicating the active time period for discipline as well as how your organization plans to deal with multiple health and safety violations for which employees may be receiving discipline.*