

Abhe & Svoboda, Inc.	Revision Date: 1/1/2023
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I. PURPOSE

Provide uniform standard guidelines for Abhe & Svoboda, Inc.'s enforcement of the Safety, Health and Environmental (SH&E) Program.

II. SCOPE

These guidelines are applicable to all ASI employees. Subcontractor management will be held responsible for enforcement of subcontractor employees. This policy applies to all SH&E rules except where more specific policy dictates more stringent action (e.g., Drug Policy, EEO, etc.).

III. RESPONSIBILITIES

- A. **Project Superintendent** ensures the procedures in this policy are used, including counseling and warnings to correct employee unsafe behavior.
- B. **Site Safety & Health Coordinator** assists the superintendent implementing this policy by ensuring supervisors and workers are aware of the enforcement steps and by identifying cases of unsafe behavior or disregard of safety procedures by employees.
- C. **Supervisors/Lead Persons** support the superintendent by enforcing the safety and health procedures and identifying unsafe behavior by employees and providing counseling and enforcement action where needed.
- D. **Employees** learn the safety and health requirements and the consequences of violating these requirements.

IV. GENERAL

- A. Accident prevention saves lives, money and requires everyone's cooperation and attention. No other work issue is as important! Compliance to the Safety, Health and Environmental guidelines is the first step in preventing accidents.
- B. Every effort should be made to maintain consistent and uniform employee safety rule violation enforcement.
 1. Enforcement actions outlined in this policy are not to be abused or used for any purpose other than for disciplining employees for safety, health and environmental violations.
 2. Notices of warnings will be in effect for a period of one year. However, documentation will be kept in the employee file even after the warning is no longer in effect (as required).
 3. Employee safety rule violation enforcement is comprised of two tiers:

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- a. *Documented Counseling* is to be used if any employee of the Company is observed violating Company established safety, health and environmental rules that aren't expected to result in serious or fatal injury or illness. For example: safety glasses, hard hats, respirator, decon protocols or other similar safety rule infractions. See paragraph VI B for more examples of Class "B" safety violations.
 - b. *Written Warnings* are to be used if any employee of the Company is observed violating established safety and health rules that could result in serious or fatal injury or illness. For example: by-passing the foot pedal on an aerial lift, rigging open a safety brake or violating the 100% fall protection rule as defined in section 12.1. See paragraph VI A for more examples of Class "A" safety violations.
4. Observation can be by any lead person, supervisor, manager, safety person or officer of the Company. Reprisal or the threat of reprisal for enforcing uniformity with this policy will not be tolerated.
 5. Written warnings will be issued to any individual violating a Class A type safety violation. Examples of Class A safety violations are listed in Paragraph VI A. of this section.
 6. Enforcement action may include unpaid days off or immediate termination, depending on the severity and frequency of the violation.

V. **GUIDELINES**

A. Safety Counseling

1. If a Class B safety violation is observed, employee(s) involved are to stop work when requested and correct the violation as soon as possible. This will not need to be addressed any further if it meets the following criteria:
 - a. It is the first Class B safety violation or counseling within one year;
 - b. It is non-serious or a technicality of a rule; and,
 - c. The employee immediately complies and doesn't violate other rules while correcting the violation.
2. Safety Counseling is to be documented by each lead person, supervisor, etc. in the field notes for that day and by completion of a "Notice of Safety Violation Form" (Tab 2.1)
3. If the violation resulted in an injury, the same uniform enforcement action should be taken and documented in the report.

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4. When counseling, make sure the following is addressed:
 - a. Explain that non-compliance will not be tolerated;
 - b. Attempt to learn of reasons why the employee violated the safety rule. We want to change the employee's attitude towards the rule if possible; and,
 - c. Determine if there is something in addition to enforcement action that might reduce the chances of reoccurrence.

B. Written Warnings

1. If a Class A safety violation is observed, employee(s) involved is/are to stop work when requested and correct the violation immediately. The employee(s) is/are automatically subject to a written warning and sent home for the remainder of that shift and the next shift without pay
2. A second Class B violation is grounds for issuance of a written warning and the same enforcement actions as a first time Class A safety violation.
3. The "*Notice of Safety Violation*" form should be completed with the employee's signature affixed that day and a copy faxed to James Svoboda.
4. Distribution of Form:
 - a. James Svoboda (faxed same day);
 - b. Corporate SH&E Director;
 - c. Issuing Supervisor/Superintendent;
 - d. Job File; and,
 - e. Employee.
5. When issuing warnings make sure the following are addressed:
 - a. Explain that non-compliance will not be tolerated;
 - b. Attempt to learn of reasons why the employee violated the safety rule; and,
 - c. Determine if there is something in addition to enforcement action that might reduce the chances of reoccurrence.

C. Final Warnings

1. If a **second** Class A safety violation is observed with the same employee, that employee is to be sent home for one full week without pay. This will serve as the Final Warning.

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2. If a **third** Class B safety violation is observed with the same employee, that employee is to be sent home for one full week without pay. This will serve as the Final Warning.

D. Terminations

1. If an employee has already had a final warning and is observed again violating a serious safety rule within a period of six months, then the employee is automatically subject to immediate termination.
2. When forced to terminate an employee(s), supervision should have at least one other Company employee present whenever possible.
3. Employees that have been terminated for safety violations are not eligible for rehire for six months.
4. Follow the distribution list and document any conversation or dispute with the terminated employee.

VI. CLASSIFICATIONS OF SAFETY VIOLATIONS

The lists below are examples of the distinction between Class A (serious safety violations) and Class B (minor safety violations) and are not meant to be the entire list of possible safety violations that may occur while working for Abhe & Svoboda, Inc.

A. Examples of Class "A" Safety Violations

1. Knowingly performing unsafe work practices, which could have or did result in serious injury or death;
2. Failure to wear fall protection or not being tied to an anchor point when required;
3. Disregard for required lock-out/tag-out or permit required confined space procedures;
4. Destroying or damaging Company, client or another employee's property;
5. Tampering with critical safety equipment;
6. Upon conviction or pleading no contest to a DUI/DWI while driving on Company business;
7. Possession of illicit drugs or alcohol on Company projects or premises;
8. Citation for reckless driving or open alcohol container while on Company business;
9. Leaving the scene of an automobile accident without contacting the police, regardless of fault;
10. Horseplay that results in employee injury;
11. Direct refusal to wear the designated PPE for a task;
12. Direct refusal to follow established Company Safety and Health Policy, or;
13. Improper use of hand or power tools.

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B. Examples of Class “B” Safety Violations

1. Failure to wear specified personal protective equipment, e.g., safety glasses, gloves, hardhats, respiratory protection, etc.;
2. Failure to perform daily heavy equipment or vehicle inspections;
3. Performing unsafe work practices of a non-life threatening nature;
4. Horseplay, which does not result in an accident or injury;
5. Failure to attend a scheduled safety meeting or training session;
6. Improperly dismounting heavy equipment;
7. Failure to report a minor first aid injury within a day of the incident, e.g. small cut on finger requiring a band-aid, bee sting, dust particle in eye;
8. Failure to immediately report an accident or injury, including any equipment or property damage;
9. Performing unsafe work practices after being corrected;
10. Abuse of non-critical safety equipment;
11. Violation of lifting pound limit designated by a medical professional;
12. Unauthorized use of Company vehicles;
13. Failure to follow restricted activity guidelines directed by a medical professional;
14. Neglect in care of Company or client vehicles, or;
15. Tampering with environmental monitoring equipment.