

# April 2023

- [Toolbox Talk - 4.07.2023 - Safety Violation Form](#)
- [Toolbox Talk - 4.07.2023 - Employee Compliance Program](#)
- [Toolbox Talk - 4.14.2023 - Lightening Safety](#)
- [Toolbox Talk - 4.17.2023 - Fire Prevention Toolbox Talk](#)

# Toolbox Talk - 4.07.2023 - Safety Violation Form

## Safety Violation Form

Violator's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Superintendent: \_\_\_\_\_ Jobsite: \_\_\_\_\_ Time: \_\_\_\_\_

### Incident Information

Safety Infraction: \_\_\_\_\_ Seriousness Scale: 1 2 3  
4 5

### Violation Description (*Who? What? Where? Why?*):

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### Witness Statement (*if applicable*)

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### Previous Offenses of Same or Similar:

1<sup>st</sup> Offense Previous Offense Date: \_\_\_\_\_  
2<sup>nd</sup> Offense Previous Offense Date: \_\_\_\_\_  
3<sup>rd</sup> Offense

### Penalty Recommendations:

Verbal Coaching (*no employee signature needed*) Verbal Warning Written Warning  
\_\_\_\_\_ Days Suspension (*must be reviewed by HR*) Termination (*must be reviewed by HR*)

**Formal company progressive disciplinary forms required with HR approval.**

Corrective Training Required: Yes No

The following immediate and sustained corrective action must be taken by the employee to improved needed conduct. Failure to do so will result in further disciplinary action up to and including termination.

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**A copy of this written warning will be placed in your official personnel file. This conversation is confidential.**

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

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

Safety Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Human Resources (Reviewed by): \_\_\_\_\_ Date: \_\_\_\_\_

# Toolbox Talk - 4.07.2023 - Employee Compliance Program

## Employee Compliance Program Toolbox Talk

The Employee Compliance Program has been designed to encourage individuals to improve their performance and align them with S.C. Swiderski's safety culture. If an employee engages in unacceptable performance or conduct, then disciplinary action may be required. In order to maintain a safe and healthy workplace, employees must be cognizant and aware of all company, state, and federal health and safety regulations, as they apply to their job-specific duties.

The following corrective action plan is in effect immediately. It will be applied to health and safety violations unless the seriousness of the violation dictates skipping or repeating certain steps. After 9 months have passed since their previous infraction, the employee will have one corrective action dismissed as it pertains to the corrective action plan. All violations will be documented in Paylocity for recordkeeping.

If an employee knowingly and willingly violates safety rules or procedures, puts themselves or others in imminent danger, or violates company policy, the employee may be discharged immediately.

### **Safety Violation Progressive Discipline:** (SCS Safety Violation Form)

1. Verbal Coaching Conversation **Anyone**
2. Verbal Warning (documented in employee file) **Direct Report**
3. Written Warning **Direct Report**
4. Unpaid suspension (length determined by management) **Human Resources, Safety Specialist, Direct Report, Director of Construction, Senior superintendent, Framing Foreman**
5. Termination **Human Resources, Safety Specialist, Direct Report, Director of Construction, Senior superintendent, Framing Foreman**

### **EXAMPLES OF VIOLATIONS (not conclusive list):**

**Not wearing PPE: Hard Hat, High Vis**

**Not reading Toolbox Talks**

Operating equipment without training

Not reporting injuries/incidents

Not using fall protection where needed

Creating or knowingly exposing others to safety hazards

Walking under suspended loads

**\*Failure to report injury/incidents will be subject to further progressive disciplinary action up to and including termination. All accidents and injuries must be verbally reported immediately, and documentation submitted no later than 24 hours. Please note further accident reporting procedures in the Employee Handbook and Safety Portal.**

# Toolbox Talk - 4.14.2023 - Lightening Safety

## Lightning Safety Toolbox Talk

Lightning is a dangerous natural force. In the United States, cloud-to-ground lightning occurs 20 to 25 million times and over 300 people are struck by lightning every year. When working outdoors, it's critical to pay close attention to the weather so you are aware when thunderstorms and severe weather may occur. Being proactive is your first line of defense in keeping you and your team safe.

### Here are some tips for staying safe during storms:

If you're caught off guard by a storm, don't lay down or take shelter under isolated objects such as trees or equipment.

- o Lightning tends to hit tall objects.
- o Trees are especially prone to lightning strikes because electricity seeks the path of least resistance, and the sap and moisture inside a tree make it a great conductor.
- o While metal does not attract lightning, it does conduct it so stay away from metal fences, railings, equipment, etc.

The best places for shelter are inside a structure or a vehicle.

Use a weather app that is capable of alerting you when a lightning strike has occurred nearby.

### Here are some myths about lightning:

**Myth:** If you're caught outside during a thunderstorm, you should crouch down to reduce your risk of being struck by lightning.

**Fact:** Crouching doesn't make you any safer. Run to a substantial building or a hard topped vehicle for protection.

**Myth:** Lightning never strikes the same place twice.

**Fact:** Lightning often strikes in the same area especially if it's a tall, pointy, isolated object. The empire state building is struck by lightning an average of 23 times a year.

**Myth:** If it's not raining or there aren't any clouds overhead, you're safe from lightning.

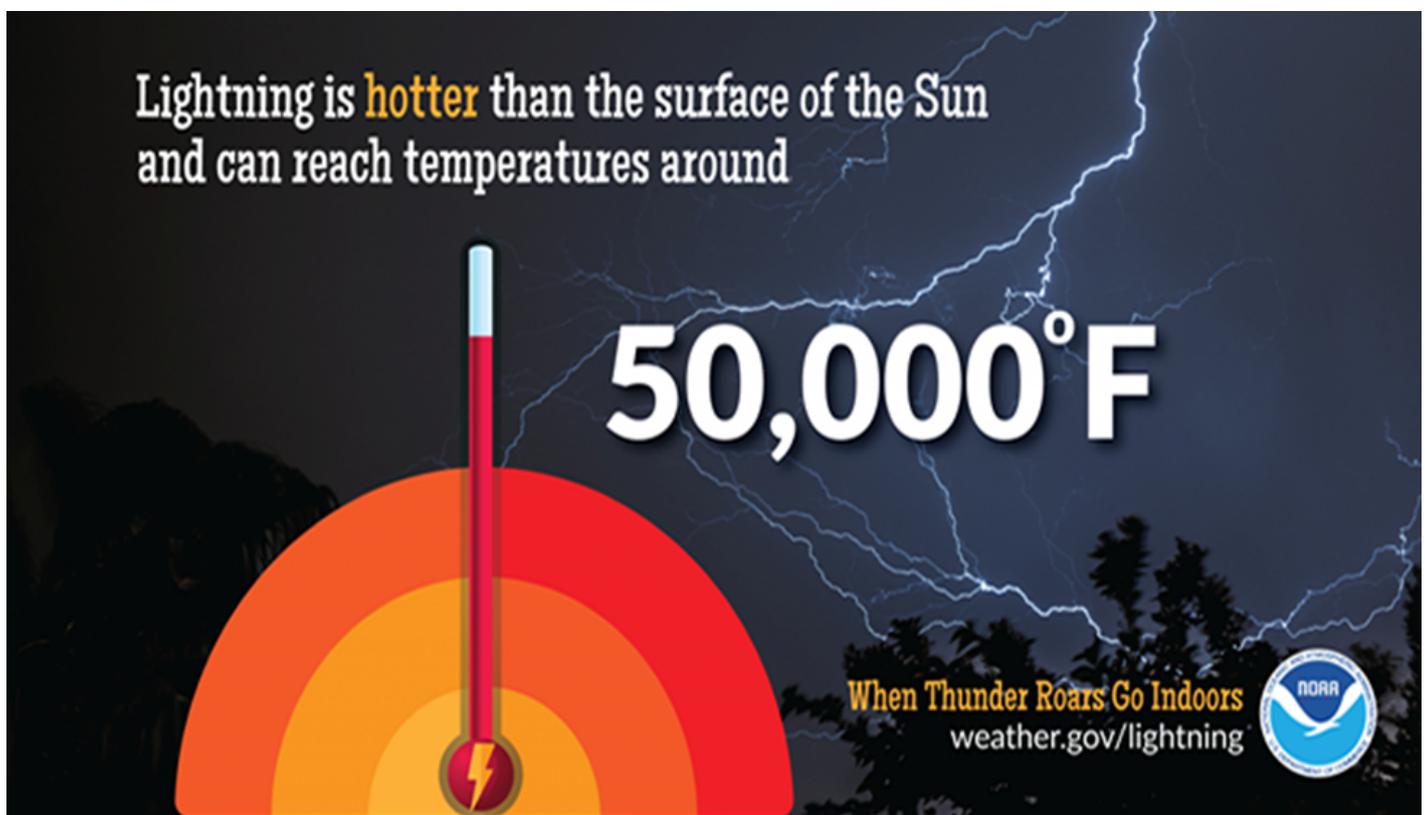
**Fact:** Lightning can strike more than three miles from the center of the thunderstorm. "Bolts from the blue" can strike 10-15 miles from the center of the storm.

**Myth:** If you are trapped outside and there is lightning, you should lay flat on the ground.

**Fact:** Lying flat increases your chance of being injured by potentially deadly ground current. If you are caught outside during a storm, keep moving until you reach a safe shelter.

**Myth:** If you touch someone who has been struck by lightning, you'll be electrocuted.

**Fact:** The human body does not hold or store electricity. It is safe to touch a lightning strike victim to help them and give them first aid. While you are helping the victim be aware of the continued threat for lightning and move yourself and the victim to a safe location as soon as possible.



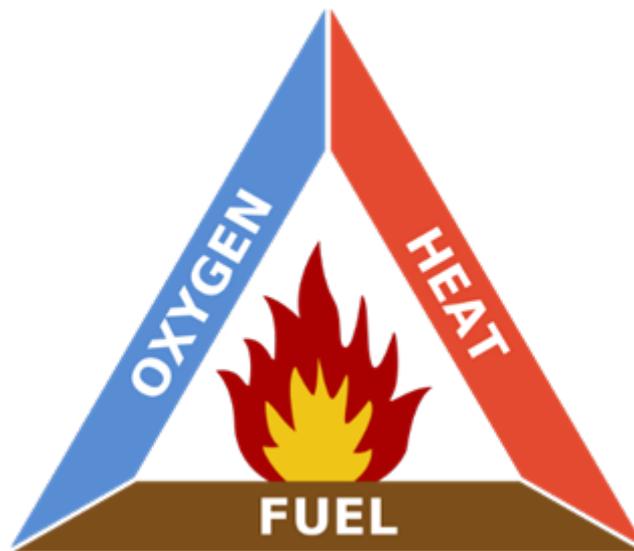
**So far in 2023, the National Weather Service has reported 0 lightning fatalities. Let's do our part to keep it that way!**

# Toolbox Talk - 4.17.2023 - Fire Prevention Toolbox Talk

## Fire Prevention Toolbox Talk

On the jobsite, fire safety is everyone's job and prevention is our first line of defense. All potential sources of ignition should be evaluated, and the necessary corrective measures taken. By identifying fire hazards, you can help stop fires before they start.

**For a fire to take place, there needs to be oxygen, a medium to burn (such as wood, paper, etc.), and a heat source.**



### Situations that can lead to a fire:

- Faulty electrical equipment
- Malfunctioning combustible engine
- Open flame
- Cigarettes
- Overheated wiring and equipment
- Hot work (welding, cutting, grinding)
- Temporary heating

### To ensure a safe jobsite:

Keep your site clean and free from accumulation of unnecessary combustible materials.

Do not store combustible materials within 10' of a building.

All internal combustion equipment should be shut down prior to refueling.

Only approved containers and portable tanks should be used for the storage and handling of flammable and combustible liquids.

Compressed gas cylinders must be stored in a rack or secured in an upright position.

**As much as 80 percent of fire related deaths are caused by smoke inhalation. The remaining percentage are due to burns and other injuries that result from direct contact with flames.**