

# 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: \_\_\_\_\_

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Revision #1

Created 30 April 2023 17:37:39 by Melissa Rozmarynowski

Updated 30 April 2023 17:39:38 by Melissa Rozmarynowski