



Disciplinary Program

Hawk Oilfield Services, Inc.

Disciplinary Program

One of the best preventive measures to use to lower your accident rate is to keep safety in the mind of the employee at all times. It's not enough to tell your employees one time regarding a safety measure, rather an ongoing campaign of education and enforcement should exist as a natural part of your daily business- as natural as cleaning and maintaining equipment. Physical inspections of work areas are performed by company officials on a routine basis as an integral part of this program.

Disciplinary Program

The RSO, Manuel Salazar is responsible for enforcement of disciplinary program. [1] Some examples of safety infractions are: not following verbal or written safety procedures or guidelines, workplace rules, horse play, failure to wear selected PPE, abuse of selected PPE, etc. [2]

Safety Infractions

All the safety training in the world will not get through to some workers. Others may require more training or reminding as usual. As a result, safety infractions will occur from time to time. In addition, management's commitment or lack thereof shall not be overlooked by the RSO. Physical inspections by company officials that indicate violations showing overall lack of commitment to company safety goals shall be under the same level of disciplinary actions. [4] Supervisors who show overall lack of commitment to company safety goals shall be under the same level of disciplinary actions.

The important thing to note is that no matter how slight (within reason) all safety infractions should be communicated to the employee. The RSO will meet with the employee to discuss the infraction & inform the individual(s) of the rule or procedure that was violated and the corrective action to be taken (see checklist). [3] Typically, this will be in writing. This action by management accomplishes several things at once.

- You are establishing the fact that you are serious as a company regarding safety. A company's lack of safety concern is a primary force in OSHA issuing citations for safety violations. A substantial amount of OSHA fines are a result of employees stating the company had little or no regard for safety. A record of safety infractions demonstrates to OSHA your commitment to safety.
- You immediately prompt a concern from the employee to realize he/ or she has to "get on board" with your company's safety policies. This should push your employee to seek out and read your safety procedures, attend safety talks, and perhaps have a better, safer attitude in the field.
- The employee who doesn't react positively to a safety infraction, but continues to act unsafely will in the end be a victim of his/ her own actions. Establishing a paperwork trail will allow you to terminate the unsafe person, while keeping the

safe worker- without possible repercussions of discrimination, etc.

- Finally, safer attitudes among some employees will be catching. Soon all workers will want to act safely as a team. Even if the inevitable accident does occur, the workers, management, OSHA, your insurance carrier, and others will all know and understand that your safety policies were in place and used.

Employees Suggestions

Perhaps to balance the scales in the employees' minds against the safety infraction notices is the tried-and-true Employee's Suggestion Box. Every employee needs to know that as a part of your company's overall safety program, a policy of listening to your employees' safety suggestions is important to you. An anonymous atmosphere brought about by using a suggestion box may convince some employees to participate- where notoriety and perhaps a small reward may prompt others to submit their suggestions with their name. Either way, you and your workers benefit from this policy since management cannot always know exactly what goes on at each jobsite, and frequently employee suggestions are well-thought out, and applicable to your overall policy.

This management-employee working relationship is one of the points OSHA looks at when determining your company's safety program's efficacy.

Notice of Safety Infraction



We consider the safety of our employees and other workers on our jobsites to be very important. Therefore, to prevent accidents, it is our policy to enforce company safety rules strictly. Infractions of safety rules will result in at least the following:

- 1st Infraction: Written or verbal warning [or] _____
- 2nd Infraction: Written warning [or] _____
- 3rd Infraction: 3 to 5 day suspension [or] _____
- 4th Infraction: Dismissal *

_____, you have been observed behaving in the following unsafe manner contrary to company safety rules:

Project/ Location: _____ Date: _____ Time: _____

Safety Violation: _____

Employee is employed by: _____

Relationship to our Company: _____

This is your: 1st 2nd 3rd 4th infraction

Action taken, therefore, is: _____

Supervisor: _____ Date: _____

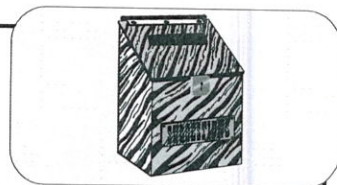
Employee: _____ Date: _____

Witness: _____ Date: _____

Witness: _____ Date: _____

*** The company reserves the right to terminate immediately and without any prior warning any employee it determines has acted unsafely.**

Employee's Safety Suggestion



Date _____

For Safety Committee Use:

Employee's Name _____

Year _____

Supervisor's Name _____

Number _____

Current Practice or Condition

Suggestion

Benefits Expected From Change

Action [For Committee Use]

Department Committee _____

Date Acted On _____

Central Committee _____

Date Acted On _____