

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> Health and Safety	<b>SUBJECT:</b> Worker/Supplied Labour Accountabilities	<b>Code:</b> HS007
		<b>Date of Issue:</b> January 2006
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		<b>Page</b> 1 of 1

To ensure all workers and/or supplied labour understand the established policy for discipline related to health and safety.

All workers/supplied labour shall abide by their health and safety roles and responsibilities as outlined in the Avenue II Health and Safety program and policies. Failure of supplied labour to comply may result in termination of contract. Failure of a worker to comply will result in the application of the progressive discipline procedure as outlined in Policy HR022 – Constructive Discipline.

This procedure normally has the following steps:

- Step 1: Supervisor gives a verbal warning and provides corrective action to worker. Verbal warnings will be documented by supervisory personnel and placed in the employee's personnel file. The employee will receive a copy of the document that is placed in their personnel file.
- Step 2: Worker receives a written warning. Written warnings of discipline will be copied to the employee and placed in the employee's personnel file.
- Step 3: Should the worker not abide with the corrective action, then suspension or termination may be imposed immediately.

The severity of the violation will determine the appropriate level of discipline. As per Policy HR065 - Guidelines for Delivering Discipline, employee's receiving discipline have the right to have union representation at the meeting.