

SECTION 3.0 | COMPLIANCE AND ENFORCEMENT

The compliance of all employees with our Safety Manual / IIPP is mandatory and shall be considered a condition of employment. The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

3.1 | Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and safety meetings. This will help ensure that all employees understand and abide by company safety policies. See Section 6.0 for additional information on Employee Education and Training.

3.2 | Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

3.3 | Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, Hindsight Electric, LLC may choose to periodically provide recognition of safety-conscious employees and job sites without accidents through a safety incentive program.

3.4 | Disciplinary Action

The failure of an employee to adhere to safety policies and procedures can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of Hindsight Electric, LLC's safety policies will be subject to disciplinary action.

Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of Hindsight Electric, LLC's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policies. Discipline for safety violations will be administered in a manner that is consistent with Hindsight Electric, LLC's system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as detailed in the Hindsight Electric, LLC Employee Handbook under policy 6.23 Progressive Discipline.

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Managers and supervisors should consult with the office if there is any question about whether disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union or contract employees are entitled to the grievance process specified by their contract.