

SAFETY IMPROVEMENT NOTICE

Employee Name: _____

Date: _____

Job Location:

Job #

<input type="checkbox"/> Employee not wearing required PPE	<input type="checkbox"/> Employee performing unsafe work practice – Describe:
<input type="checkbox"/> Equipment/Tool guard or other safety feature removed or compromised	<input type="checkbox"/> Flagrant disregard of RHC Safety Program
<input type="checkbox"/> Operating equipment not certified, inspected, or in unsafe condition	<input type="checkbox"/> Employee performing job duties not trained or authorized to do
<input type="checkbox"/> Other reason for safety violation	<input type="checkbox"/>

DETAILS of VIOLATION (refer to specific RHC Safety Codes if applicable):

DISCIPLINARY ACTION TAKEN:

- Minor or 1st Violation – Employee verbally warned and/or violation form issued.**
- Serious or 2nd Violation – An Improvement form issued and employee may be given a suspension and/ or probation**
- Flagrant or repeated Violation – A violation form issued and disciplinary action - Employee may be terminated.**
- Other**

SPECIFIC DISCIPLINE – NOTES:

EMPLOYEE COMMENTS:

Employee Signature
Signature for receipt

Person Issuing Violation Signature