# Occupational Health and Safety Rules

The following rules apply to all workers during the course of their employment. These rules will be reviewed and amended when there is a change in the work process or as otherwise required:

* Use all precautions to ensure your health and safety and the health and safety of others.
* Use equipment safeguards that are provided.
* Use personal protective equipment as required.
* Don’t remove, impair or render ineffective any safeguard provided for your protection.
* Workers will report any unsafe work condition or practice to their supervisor or manager.
* Don’t engage in horseplay, scuffling, fighting, practical jokes or any other behaviour that might create or constitute a hazard to you or others.
* Arrive and perform work where you are alert, attentive and not impaired by alcohol, drugs (prescription or non-prescription) or other means.
* Wear the required uniform and nametag to identify you as an employee whenever you are working.
* Only perform work independently if you have received training and orientation to perform it safely.
* Only use company equipment, machinery and tools if you have received demonstration, training and orientation in their use.
* Only access those areas for which you have been given authority to access at designated times.
* Keep access and alarm codes and keys secure at all times.
* Report all injuries and illnesses to your supervisor or manager that you have sustained at work or outside of work that may impair your ability to work safely.
* Adhere to all company policies and procedures.

Failure to follow company rules, procedures and the OHS Regulation will result in disciplinary action, including possible termination of employment.

# Disciplinary Action

All safety rules and procedures contained in the **[Company Name]** health and safety program shall be practiced and enforced by all personnel. Compliance with the health and safety program rules and instructions, the OHS Regulation and any other applicable federal, provincial or local regulations is mandatory. Disregard or negligence in complying with good health and safety practices by any employee may result in unnecessary injury and will be cause for disciplinary action. When disciplinary action is required against non-compliance of a regulation or company instruction as set out in this safety program, the immediate supervisor shall utilize and follow the following guideline for disciplinary action and:

* Conduct an assessment of the incident
* Render a decision for remediation or corrective action
* Report the incident and remedial action to senior management without delay

Actions of a hazardous nature or are considered unacceptable or have been determined as a result of the assessment will result in disciplinary action.

## Workplace Standards

Employees are expected to conduct themselves in a manner that conforms to generally accepted standards of workplace behaviour and conduct. These standards can be summarized as follows:

* Employees will observe all laws, rules and regulations of Canada, British Columbia and the company.
* Employees will be honest and truthful at all times in dealing with the company and fellow employees.
* Employees will, at all times, respect the personal and property rights of their fellow employees and the company.
* Employees are expected to meet and maintain all company performance and conduct standards.

When a violation of an established standard occurs, each case will be investigated thoroughly, and disciplinary action will be administered on the merits of each case.

Generally, if discipline is warranted, a system of progressive discipline will be applied with the expectation that the employee’s performance, behaviour or conduct will change to acceptable standards in the early stages of progressive discipline. However, should there be a serious infraction, the company retains the right to bypass the progressive discipline steps and apply an appropriate disciplinary sanction, up to and including termination. As the approach to dealing with progressive and non-progressive steps will be different, each will be described separately in this policy.

In some situations the supervisor may be unclear on an appropriate course of action. In those situations the supervisor should take a consultative approach and seek input from the manager and the Human Resources Advisor.

If the matter is of a nature requiring that the employee be removed from the job, the supervisor should do so and have the employee wait in his/her office or other suitable location. If the supervisor is unable to deal with the employee due to other commitments or the supervisor has to arrange relief, the employee should be told what the issue is and then placed on disciplinary report until he/she can be removed from the job.

## Progressive Discipline

In progressivediscipline the objective is to reverse a non-conformance issue before it becomes a serious matter. This is accomplished through a series of levels of discipline, with the severity of discipline escalating should the non-conformance persist. The following describes the levels in the progressive discipline.

### Level 1 — Verbal Warning

This level will provide an opportunity for the supervisor and the employee to address a violation of standards at an early stage. Specific actions needed to correct the problem and a time frame within which to accomplish them will be defined.

While this early intervention is considered a verbal warning, the supervisor should maintain his/her own record of when the discussion took place and any points of significance.

### Level 2 — Documented Warning

Should there be a subsequent violation, this level will once again provide an opportunity for the supervisor and the employee to address the problem. Specific actions needed to correct the problem and a time frame within which to accomplish them will once again be reviewed. At Level 2 the supervisor will document the discussion, providing the employee and the manager with a copy. A copy will also be placed in the employee’s personnel file.

### Level 3 — Letter of Reprimand

Should there be a subsequent violation, or if the incident warrants, it will be necessary to issue a letter of reprimand.

At this level the manager or designate will be present at the meeting with the supervisor. If desired the manager may seek input from the Human Resources Advisor. Specific actions needed to correct the problem(s) and a time frame within which to accomplish them will be defined. As well, the consequences of failed compliance will be discussed and documented in a letter to the employee with copies to the supervisor and the employee’s file.

### Level 4 — Suspension

In cases of serious infractions or when an employee has committed a series of infractions and been previously disciplined, a suspension will be issued.

The length of the suspension will depend upon the seriousness of the infraction. The suspension will normally range in duration from one day to two weeks. In exceptional circumstances a longer suspension may be issued in consultation with the HR Advisor. Note that if previous discipline was in the form of a suspension, a subsequent suspension must be of greater duration.

At this step the manager or designate will be present at the meeting with the supervisor. Prior to holding the meeting the manager and supervisor should consult with the Human Resources Advisor to ensure that appropriate discipline is given. At the meeting the employee will be advised as to the reasons for the suspension and the duration of the suspension. Disciplinary suspensions will be without pay.

The suspension will be accompanied by a letter to the employee outlining the circumstances leading up to the suspension, the dates of the suspension, specific actions needed to correct the problem(s) and a time frame within which to accomplish them, as well as consequences for failed compliance. If appropriate the letter may refer the employee to EFAP services with relevant contact information. The letter to the employee will be copied to Human Resources Advisor, the supervisor and the employees file.

Following the suspension and prior to returning to work the employee will meet with the manager and supervisor, at which time expectations for continued employment with the company will be explained to the employee.

### Level 5 — Discharge

This action will be taken if all previous attempts to help an employee conform to acceptable standards fail, or if the infraction is of such a magnitude that discharge is the required response.

The employee will be removed from the workplace in a manner that is respectful of the employee but ensures security of other employees as well as equipment and processes.

If necessary, the employee may be suspended indefinitely pending an investigation to determine the appropriate level of discipline.

The employee will be advised of termination of employment in a meeting with the supervisor, manager and camp or shop committee representative or union local representative. The information will be documented in a letter that will be copied to the union local. The termination date will be immediate.

## Non-Progressive Discipline

A series of incidents at close intervals or a serious infraction may be grounds for bypassing levels in this guideline. The following will describe those situations:

### Series of Incidents

Unrelated incidents of poor work performance and attendance may be enough to establish a pattern of performance and behavioural problems that need not be treated independently.

In these types of situations the employer may advance to more severe levels of the guideline due to the cumulative effects of the employee’s performance.

If the above is being contemplated, a consultative process should occur with the Human Resources Advisor to first ensure that the employee has been made aware of the problems and appropriate documentation of the incidents has been made, and secondly to determine what discipline is appropriate.

### Serious Infractions

Some infractions are of such a serious nature that a single incident may be grounds for immediate discharge. Examples are:

* falsification of employment applications, production reports or other company records
* Possessing, using or being under the influence of intoxicants or narcotics on company property\*
* theft
* deliberately causing damage to employee, company or contractor property
* engaging in conduct that endangers fellow employees
* gross insubordination
* major safety violations.

## Supervisor Action Plan for Serious Infractions

Since the consequences of a serious infraction are a serious matter, the supervisor will not take action alone. Prior to making any decisions, the supervisor will seek advice and input from his/her manager and the Human Resources Advisor.

Employee reporting for work or found working under the influence of intoxicating substances:

* Immediately remove the employee from his/her job.
* Tell the employee that in the interest of safety he/she is being sent home. (The employee is not given a choice in this matter.)
* Explain to the employee that he/she will be contacted by the company and is not to return to the workplace until advised otherwise.
* If there is a question of a medical issue, have the employee attended by a first aid attendant to determine if medical care is appropriate.
* Arrange for the employee to be escorted safely to his/her place of residence.

If possible, it is recommended that you involve another salaried employee in your discussion with the employee suspected of intoxication. As a minimum you should ensure that the employee has a union representative present. Suggest to the employee that he/she may want to seek the assistance of EFAP and provide contact information.

**Disclaimer:** This statement of policy and procedure supersedes and replaces any previous policies and/or directives issued or in use covering the same subject. The principles and guidelines outlined in this statement of policy and procedure are not intended to contravene any provisions of applicable legislation of the jurisdictions in which the company operates, or any correct contractual interpretation of collective agreements entered into by the company. If there is any conflict, the said legislation or contract interpretations must prevail.