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## 4.0 Training & Communication Policy

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Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. endeavour to hire workers and contractors who are qualified and trained to meet the company and Government training requirements and who have sufficient experience to do the work required.

The companies shall provide and ensure that all employees participate in all safety and related training that is necessary to minimize the losses of human and physical assets of the company and those of its clients prior to starting regular work duties.

This training shall include, but is not limited to the following:

- Health and safety orientations for newly-hired personnel
- Hazard identification and control processes
- Job-specific training
- Health and safety training for supervisors and management including incident investigation
- Task and trade-specific training and certification including equipment and worksite inspections
- Driver or driver improvement training
- Specialized safety and related training which may include WHMIS 2015, Standard First Aid, Transportation of Dangerous Goods, Ground Disturbance, H2S, Common Safety Orientation and or Construction Safety Training
- Refresher and update training

Safety meetings shall be conducted with all available workers annually to discuss health & safety issues.

**The safety information in this policy does not take precedence over applicable government regulations, with which all employees should be familiar.**



Monty Cissell, President  
July 5, 2023

## 4.1 Safety Orientations for New Employees

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Training is an important part of our company's safety program. Proper training motivates employees, provides necessary skills, explains the need for safe operations, enhances communication and gives the confidence necessary to do the work properly and safely.

Employees are trained in work and safety procedures, hazard identification and control, assessing risk and ensuring controls are in place, first aid, fire training, the use of personal protective equipment and emergency procedures. Some of this training is provided through orientations or on-the-job training, while more formalized training that issue certificates is provided through professional training providers.

Safety Orientation is the most important process that management has to introduce new workers to the Company's Health & Safety Program. When a new employee is hired, he/she will receive their orientation in a timely fashion, prior to the commencement of work. All workers hired will be orientated using the Wild West Dirt Works Ltd. Safety Orientation Checklist. The topics to be covered within the orientation have been outlined within the *Safety Orientation Record Checklist* and include the following areas:

- Introduction
- Safety Responsibilities.
- Emergency Response Procedures.
- General Rules & Enforcement.
- Drug & Alcohol, Fit for Duty Policies.
- Personal Protective Equipment.
- Safe Work Practices.
- Safe Work Procedures.
- Safety Meetings/Safe Work Permit & Critical Hazard & Risk Assessments
- Health and Safety Hazards associated with required job tasks and procedures.
- Right to refuse unsafe work, right to know, right to participate
- Duty to Report
- Accident/Incident Notification

The new employee will also receive a tour of the worksite that will inform them of the:

- Location of first aid stations, kits, and emergency eye wash stations.
- Names of First Aid Attendants.
- Location of Emergency Evacuation Exits and Muster Points.
- Location of Fire Extinguishers.
- Potential workplace hazards and the safeguards that are in place to minimize hazards.
- Layout of the worksite.
- General Safety Procedures to be followed.
- Requirements for reporting and correcting potential hazards and/or unsafe conditions.



## Worker Orientation Checklist

The Orientation Program has been designed to ensure that all pertinent information is offered to the employees and/or contractors. The following checklist must be completed by the Health and Safety Coordinator, Operations Manager or their Area Supervisor with the employee or contractor prior to starting their job duties.

Name \_\_\_\_\_ Position \_\_\_\_\_

- First Orientation
- Orientation Review

**The following checklist must be completed by the manager or his/her designate with the employee or contractor prior to starting their job duties as well as regular review intervals.**

- Review Company Health & Safety Policy, Rules, and Company commitment to safety
- Explain why safety is important and whom it affects.
- Review Government Regulatory requirements applicable to company (eg. OHS legislation, WBC)
- Review job duties/responsibilities to the Safety Management System, Duty to Report
- Review inspection program, timeframes and forms.
- Review all task specific hazards & controls, Critical Hazard Assessments, Location of MSDS Sheets
- Review the Company Discipline/Enforcement Policy.
- Review Violence & Harassment Policies & Prevention Plan
- Review the Drug and Alcohol Policy/Fit for Duty
- Hazard/Incident/Illness & Near Miss Reporting, Investigation, Root Cause & Follow-up Procedures.
- Review all other policies and rules including "Violence & Harassment Policy"
- Review "Right to Refuse Unsafe Work" "Right to Know" "Right to Participate"
- "Working Alone" "Imminent Danger"
- Review Personal Protective Equipment Policy, use care and maintenance of personal protective equipment (PPE).
- Review all Safe Job Procedures and Safe Work Practices.
- Review vehicle maintenance, regulations and forms.
- Tour of Facility/Shop, perform Equipment orientation.
- Review Emergency Response Procedures; Contacts, Fire Extinguishers, Emerg Equipment, Alerts/Alarms
- Review the Driving and Vehicle policy, Transportation and Driver Approval Levels.

\_\_\_\_\_  
Employee OR Subcontractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

## Safety Orientation Acknowledgement

*I have reviewed the safety materials provided to me and understand that adherence to all rules and regulations set by the company are a condition of my employment. Any infractions of these rules may result in my dismissal.*

### **SAFETY RESPONSIBILITIES POLICY**

I understand the contents of the Health & Safety Policies and enforcement of each, I also understand the company's commitment to a safe work place.

### **PERSONAL PROTECTIVE EQUIPMENT POLICY**

I understand that all employees and sub-contractors will use the proper PPE and monitoring devices at all times, when and where required.

### **DISCIPLINE POLICY**

I understand the Discipline Policy as explained to me during the orientation process.

### **RIGHT TO REFUSE UNSAFE WORK**

I understand that it is my responsibility as a worker to refuse unsafe work or work which presents imminent danger and poses as a critical hazard either to me or other workers. I further acknowledge my responsibility to notify my supervisor at the worksite of my refusal to work and the reasons for this refusal.

### **SAFETY /EMERGENCY/ FIRST AID EQUIPMENT**

I acknowledge the location of all safety, emergency and first aid equipment. I further acknowledge the location of the SDS binder and the emergency meeting location (muster point)

### **PHYSICAL CAPABILITIES & DEMANDS**

I understand the physical and mental demands of my job and acknowledge that I am physically and mentally capable of doing the required tasks. I further acknowledge that a medical examination may be required to determine my capabilities to perform my job duties, including appropriate testing to determine the presence or absence of certain drugs or alcohol.

### **INJURIES, INCIDENTS, ILLNESS, AND NEAR MISS INCIDENTS & REPORTING**

I understand that it is my duty to report all injuries, accidents and near miss incidents immediately to my supervisor and follow all proper emergency response practices and procedures.

### **VEHICLE & DRIVING POLICY**

I read and understand the vehicle and driving policy, I also understand that when traveling to and from work it is my responsibility to be doing so in a safe manner.

### **VIOLENCE & HARASSMENT POLICY**

I read and understand the violence and harassment policy, I also understand that under no circumstances is violence or harassment at the workplace an acceptable code of conduct.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

## On-The-Job Training Policy

On-The-Job Training ensures that each employee can do their job and do it right. This type of training should be conducted:

- At the time of hire.
- When a worker is assigned to new or different work.
- Whenever new tools, equipment or processes are introduced on the job.

On-the-Job Training is best conducted by the worker's immediate supervisor or mentoring co-worker. The supervisor should:

- Review with the employee the company's Safe Work Practices and Safe Job Procedures that apply to a specific job.
- Bring all known health and safety hazards that may affect the employee to his/her attention.
- Through discussions and observations, determine exactly what the employee can do and how he/she does it.
- Provide the worker with all the necessary information to do the job safely and correctly.
- Document the employees on-the-job training and assess their skills and knowledge

Depending on the complexity of the job and the employee's skill/experience level, On-the-Job Training may take anywhere from a few minutes to several months.

Records will be kept for all training and will be included in each employee's file.

The on-going monitoring and coaching of the employee is a major duty and responsibility of a good supervisor or mentor.

### **Guidelines for Worker Competency**

These guidelines present minimum recommended safety requirements to help ensure that workers are suitably trained to safely perform, operate the specific tools, and equipment required for their positions.

Initial reference should be made to the company Organizational Chart to clearly identify and establish what the workers Job Title and specific job duties will include.

Once the workers Job Title has been established, understanding what minimum qualification requirements are for his/her particular role (this may include a combination of education and work experience) this documentation shall be obtained and reviewed from employees to demonstrate they meet the qualifications of their job.

Every employee will require job specific training related to their roles and responsibilities. This training will come through the means of initial Orientation training, Standard training which includes specific mandatory training courses, and as a minimum will include company policies and

rules, safe work procedures for identified critical tasks and requirements contained in the company safety manual.

Regular worker evaluations shall be conducted by management/supervisors to assess current skill levels of each worker and verify that the employee is competent to perform their established roles and responsibilities prior to working independently.

Being suitably trained is one component of worker competence. The other components are that workers are adequately qualified and possess sufficient experience in the tasks they are required to perform as part of their job duties.

## On-the-Job Training Record & Competency Assessment Form

*This is on form is to be completed after an employee has received job specific training.*

### JOB SPECIFIC TRAINING RECORD FOR PME

Worker Name:	Date:	
Trainer Name:	Location:	
Powered Mobile Equipment (PME):  _____  _____	Competent	Requires Coaching
<b>Critical Tasks Reviewed with trainer, demonstrated by trainer, and performed by worker:</b>		
Pre-Job Hazard Assessment		
Pre-use Inspection and Maintenance		
Safe Work Procedure		
Safe Job Procedure		
Start-up and Shut Down Procedures		
Equipment turning capacity, visibility limitations, load ratings and center of gravity		
Emergency Response Procedures		
Operating Procedures		
Attachment Use and Removal		
Loading and unloading equipment onto a lowbed		

- Worker's Performance was satisfactory.
- Worker requires further training and observation.

Trainer Comments:

I, \_\_\_\_\_ have completed the training outlined above and feel that I am competent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The employee above has demonstrated that they can perform the tasks mentioned above in a safe and competent manner.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## 4.2 Communication Systems

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An integral part of the safety program is a continuing schedule of safety talks or meetings. These talks are constructive measures towards creating and maintaining safety awareness in personnel and reducing accidents. The talks also provide the opportunities to involve employees and subcontractors in the safety program and encourage them to reveal problem areas and unsafe working conditions.

### Scheduled Safety Meetings

Safety meetings are the primary vehicle for ongoing safety awareness and exchange of safety information. It provides the opportunity for information and ideas to be transferred from management to workers and vice versa.

Scheduled meetings will be held at a minimum of once every year. These meetings will be held at a convenient time and place so that the majority of workers can attend. All workers are required to attend and participate in these meetings. Minutes of the safety meeting will be taken and shall include:

- Time and date of the meeting.
- List of participants.
- List of topics discussed with applicable notes indicating concerns.
- Action plan.

### Toolbox Meetings

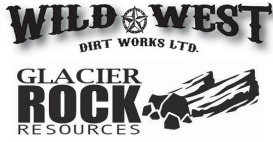
A tool box meeting will be held at least monthly.

Pre-job toolbox meeting may be held with workers and subcontractors at remote worksites to review and discuss:

- Description of the job and any possible interference.
- Recent incidents
- Site specific hazards.
- PPE equipment and requirements.
- Applicable safe work practices and procedures.
- Emergency Response Plans.

Pre-job toolbox meetings are not required to be recorded; however notes may be recorded on the SSHA or tool box meeting forms.

Employees are always encouraged to bring suggestions and/or concerns to Management's attention. This can be done by discussing the matter at a safety meeting, talking with a supervisor or Health & Safety Representative, or completing the "*Employee Suggestions & Safety Concerns Form*" and submitting it to Management.



# Safety Toolbox Meeting Form



## TOOL BOX MEETING

Date: \_\_\_\_\_ Client & Job: \_\_\_\_\_

**AGENDA:**

- (1) REVIEW OF PREVIOUS MEETING \_\_\_\_\_
- (2) REVIEW OF INSPECTIONS/INCIDENTS \_\_\_\_\_
- (3) CURRENT TOPIC DISCUSSION \_\_\_\_\_
- (4) WORKER INPUT \_\_\_\_\_
- (5) DATE/TIME/TOPIC NEXT MEETING \_\_\_\_\_

**TOPIC OF REVIEW:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORKER INPUT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION(S) TO BE TAKEN:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTENDANCE: (Have each attendee print and sign in ink)**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_  
**FOREMAN/SUPERVISOR SIGNATURE**

\_\_\_\_\_  
**REVIEWED BY:**

## Employee Suggestions & Safety Concerns Form

In keeping with our commitment to continually update and upgrade our safety policies, procedures, and program, it is important that all workers have the opportunity to bring any safety suggestions or concerns to management’s attention.

Please complete the section below and hand it into Management for their attention OR visit the safety portal to submit the form electronically. (safety.wildwestdirtworks.ca)(safety.glacierrock.ca)

<b>Suggestions / Concerns with Recommendation:</b>	
Employee Signature:	Date:

<b>Reviewed by Management:</b>	
Management Signature: _____	Date: _____

<b>Corrective Action Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (explain why)

Does the corrective action require that new policies or procedures be written up?  Yes  No

If yes, attach a sample of recommended changes or additions.

Date Corrective Action Completed: \_\_\_\_\_

Management Signature: \_\_\_\_\_

## 4.3 Training Records

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Training records including new employee orientations, safety tickets, etc. will be maintained in company files as required by legislation. The companies will monitor safety training and job competency trends of current employees to ensure that adequate training is received by workers for their identified job tasks and work locations. All relevant information will be tracked in the safety training matrix.

All field workers are **required** to have

- WHMIS 2015
- Common Safety Orientation OR Construction Safety Training.

Field workers are encouraged to have

- Standard First Aid
- TDG

Field Workers may require more specialized training depending on job tasks and work locations.

- Ground Disturbance
- H2S
- Traffic Control

Workers that are not trained appropriately will not be dispatch to locations requiring specific skill training.

Transport Drivers are **required** to have

- Class 1 or 3 Driver's license
- Provincial Hours of Service

## Employee Evaluation

To monitor the competency and progress of workers an annual competency assessment and/or driver evaluation (Class 1 drivers) will be conducted to identify issues and aid in the development of company workers. Evaluations may be conducted by management, supervisors and or co-workers

<b>DRIVER EVALUATION</b>							
<b>Carrier Name:</b>			<b>Current Class of Operator's Licence</b>				
			1	2	3	4	
<b>Driver Name:</b>			<b>Signature of Driver:</b>		<b>Date:</b>		
<b>Date:</b>							
DRIVER ACTIONS	Performance Assessment			DRIVER ACTIONS	Performance Assessment		
	Good	Fair	Poor		Good	Fair	Poor
<b>A. CONTROLS</b>				<b>E. TRAFFIC LIGHTS / SIGNS</b>			
1. Knowledge and/or use of equipment				1. Falls to anticipate / observe			
2. One-handed steering – hand position				2. Judgment – green / amber / red			
3. Steering Control – wanders / recovery				3. Judgment – stop / yield / other			
4. Shifts too soon / late / lugs							
5. Improper use of gears / grinds				<b>F. RIGHT-OF-WAY</b>			
6. Improper use of clutch / stalls/ coasts				1. Uncertain / hesitant			
7. Improper use of brake / park brake				2. Falls to assume own right of way			
8. Improper use of accelerator				3. Aggressive / Judgment			
9. Signals too soon / late							
10. Signals – Improper / not cancelled/none				<b>G. SPEED</b>			
				1. Too fast for conditions			
<b>B. PARKING / STARTING / BACKING</b>				2. Too slow for conditions			
1. Falls to set brake / gear				<b>H. BACKUP / TURN AROUND</b>			
2. Observation – backing / starting				1. Poor observation – before / during			
3. Judgment – vehicle / wheels / angle				2. Judgment of distance / position			
5. Rolls back							
6. Unsure / too slow				<b>I. ROAD TEST DISQUALIFICATION</b>			
<b>C. LANE DRIVING / CHANGING / POSITION</b>				1. Overall poor performance			
1. Falls to check mirror				2. Right of way violation – vehicle / pedestrian			
2. Falls to check blind spot / late				3. Traffic light violation			
3. Uncertain / hesitant				4. Stop sign violation			
4. Road position – straddles lane				5. Speeding violation			
5. Too close / far – stop / pass / follow				6. Other violation			
6. Improper lane change / late / slow				7. Climbs over curb			
7. Falls to observe signs / conditions				8. Lacks caution at uncontrolled intersection			
<b>D. INTERSECTIONS / TURNS / RR</b>				9. Obstructs traffic			
1. Block crosswalk / intersection / stop line				10. Unable to perform skill maneuver			
2. Stops too far back				11. Hits vehicle / object			
3. Unnecessary stop				12. Lacks skill and control			
4. Falls to leave parking lot				13. Unsafe action			
5. Falls to observe conditions / late				14. Trip inspection failure			
6. Left turn – cuts corner / turns wide				<b>J. GENERAL DRIVER KNOWLEDGE</b>			
7. Left turn – wrong lane – before / after				1. Hours of Service			
8. Right turn – cuts corner / turns wide				2. Trip Inspections			
9. Right turn – wrong lane – before / after				3. Cargo Securement			
10. Incorrect position – vehicle / wheels				4. Weights and Dimensions			
11. Too fast – before / during							
12. Too slow – before / during							
<b>TEST ADMINISTRATION INFORMATION:</b>				<b>COMMENTS:</b>			
<b>Authorized to drive:</b>			<b>Yes:</b>	<b>No:</b>			
<b>Safety Officer's Name:</b>			<b>Signature:</b>				

**ANNUAL COMPETENCY ASSESSMENT FOR PME**



Worker Name:								
Critical Tasks Observed by Assessor or Supervisor: (Initial for competency, comment below)	Excavator	Skid steer	Mulcher	Dozer	Grader	Motor scraper	General Labor	Mechanic/Use of Tools
Pre-Job Hazard Assessment								
Pre-use Inspection and Maintenance								
Safe Work Procedure								
Safe Job Procedure								
Emergency Response Procedures								
Start-up and Shut Down Procedures								
Operating Procedures								
Attachment Use and Removal								
Loading and unloading equipment onto a lowbed								

Assessor Comments:

<u>2022</u> Date:	Comments:
Assessor:	Signature:
<u>2023</u> Date:	Comments:
Assessor:	Signature:
<u>2024</u> Date:	Comments:
Assessor:	Signature:
<u>2025</u> Date:	Comments:
Assessor:	Signature:

## 4.4 Worker Conduct

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The following company rules have been adopted by Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. and shall be enforced for all workers;

1. All employees and subcontractors are expected to work and conduct themselves in a safe and orderly manner at all times.
2. All unsafe acts, unsafe conditions and near miss incidents are to be reported as soon as possible.
3. Smoking is permitted only in designated areas. "STRIKE ANYWHERE" matches are prohibited.
4. All incidents that result in damage or injury are to be reported immediately.
5. Appropriate personal protective equipment (PPE) is to be worn as required on all jobsites. Only CSA approved equipment shall be allowed. No rings or steel watch bands are allowed while working.
6. All work shall be carried out in accordance with appropriate safe work practices.
7. Workers will only use tools and equipment if they are competent. Never operate any machine or equipment unless you are familiar with its safe operating procedures.
8. All equipment will be kept in safe working condition, maintained, safe to perform, of adequate strength for its purpose, and free from obvious defects. Damaged and faulty equipment will be removed from service immediately until repaired or replaced.
9. All posted speed limits are to be followed and seatbelts must be worn.
10. If your ability to perform the job safely is impaired, you are prohibited from arriving at work or remaining at work
11. Employees are expected to perform designated duties in a professional matter at all times. Treat any persons, including but not limited to; co-workers, management and the public with respect and courtesy. Abrasiveness, profanity, vulgarity and other inappropriate behavior towards others is strictly prohibited.

### 4.4.1 Grounds for Dismissal

The following are prohibited at all times on all company property and equipment and all company job sites:

1. Possession or consumption of alcohol or illegal drugs.
2. Arriving for work or remaining at work when ability to perform the job is impaired.
3. Possession of firearms.
4. Fighting and horseplay.
5. Theft and vandalism, to company, co-worker or client property.
6. Damaging, disabling or interfering with safety, fire-fighting or first aid equipment.
7. Sleeping while on duty.
8. Failure to report property or equipment damage.
9. Failure to report an injury.
10. Falsifying or refusing to give testimony when accidents or injuries are being investigated.
11. Willful violation of safety rules.
12. Displaying unprofessional, abrasive, extremely rude or vulgar behaviour towards any person; including co-workers, management and the public

## 4.5 Disciplinary Procedures

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The following procedures are guidelines and will be used with discretion in all cases. The point of these procedures is corrective action. All warnings and penalties are open to discussion with management. All warnings are dropped from an employees' file after twelve months.

Disciplinary procedures fall into three categories:

- Minor Offences.
- Major Offences.
- Immediate Dismissal Offences.

### 4.5.1 Minor Offences

These offences are categorized into areas that tend to be annoying and repetitive, causing disruptions in the daily operating routine and they shall be dealt accordingly by:

1. First Offence – verbal warning with written record.
2. Second Offence – written warning and copy to management.
3. Third Offence – written warning and possible suspension (without pay) for 3-10 days, as determined by management.

**Minor infractions could include:**

- Tardiness, without an acceptable reason.
- Absenteeism, without an acceptable reason.
- Absent and failure to call in.
- Horseplay.
- Housekeeping, all work areas and units.
- Profanity within hearing distance of customers and public.
- Not returning tools and equipment to its proper storage locations.
- Not attending safety meetings.

### 4.5.2 Major Offences

These offences are categorized in the area where they impede production, where employees flagrantly disregard rules and regulations, and are a hazard to themselves, their work associates, company property and equipment.

1. First Offence – written warning and a copy to management
2. Second Offence – written warning, possible 3-10 working day suspension (without pay)
3. Third Offence – dismissal

**Major infractions could include:**

- Careless or abusive use of company equipment.
- Profanity on the two-way radio.
- Loafing on the job.



- Leaving work without permission.
- Failure to carry out specific orders of a supervisor (OH & S rules excluded).

#### **Occupation Health & Safety Imminent Danger**

An “imminent danger” means any danger that is not normal for your job or any danger under which a person would not normally work. If you have a good reason to believe that the work you are asked to do poses an imminent danger to yourself or another worker, you must refuse to do it.

#### **Imminent Danger Might include:**

- Violation of safety rules.
- Smoking in “NO SMOKING” area.
- Failure to wear safety equipment in defined work sites.
- Tampering with safety equipment or fire extinguishers
- Removing or immobilizing safety guards or devices.
- Short cutting job procedures.
- Violation of traffic laws.

### **4.5.3 Immediate Dismissal Offences**

These are offences where there is an outright breach of company rules and regulations. These are the types whereby the individual has totally disregarded all rules and regulations without regard for their employer or fellow employees. The individual shall be immediately suspended (without pay) pending an investigation of the offence. Discharge will be upon proof of the offence.

#### **Dismissal infractions include:**

- Reporting for work Unfit for Duty, under the influence of alcohol or unauthorized drugs.
- Introduction of intoxicating liquor or drugs at the work site
- Willful damage to company property or equipment or the property of another employee/client
- Theft from the company, fellow employees, or company client.
- Any act of sabotage.
- Committing an act of violence or extreme prejudice against fellow employees, supervisors or customers.
- Falsifying records including accident/incident records, timesheets/cards, trucking documents, etc.
- Refusal to wear or use safety equipment when ordered to do so by a supervisor.
- Breach of confidentiality about customers, fellow employees or company business.
- Refusal to respond to dispatch or direction.
- Abandoning the worksite.
- Extreme unprofessional, vulgar, profane or abrasive behavior towards other persons

## 4.6 Employee Discipline Consultation Form

**Employee Name:**

**Date of Warning:**

First Warning - Verbal

Second Warning

Third Warning

Discharge

Description of Problem or Issue:

Details of Disciplinary Action to be Taken:

Employee Input/Comments:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature acknowledges receipt only)

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_