

# Safety Disciplinary Guideline

6/12/07

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**Purpose:** To control the work environment in a manner as to protect Wayne County employees from accidents, illnesses, and injuries and ensure that the transmission of information is forthright and complete from injury to recovery.

This guideline should be followed in conjunction with Section 3.10 of the Wayne County Policy Manual. The official policy for discipline can be found in Section 10 of the Wayne County Policy Manual. **Examples of discipline are listed in this section as examples only.**

**Scope:** All Wayne County employees

## I. Safety Policy

- A. It is the policy of Wayne County to perform work in the safest possible manner and for each employee to understand the rules and our commitment to safety.
- B. It is a condition of employment with Wayne County that every employee will work safely and act responsibly at all times.

## II. Training

- A. Training of employees can reduce the need for disciplinary action. Wayne County shall instruct its employees in the importance of workplace safety, safe work practices, and the standards of behavior Wayne County expects from its employees. Employees must understand the disciplinary system and the consequences of any deliberate and / or unacceptable behavior.

## III. Enforcement

- A. The Wayne County Safety Manual contains the policies, procedures, and guidelines that define the minimum requirements for safety standards as outlined by the Wayne County Policy Manual as pertaining to safety.

B. Grounds for Disciplinary Action Up To and Including Termination  
(the following are examples only and not meant to be all inclusive)

1. Fighting / Acts of violence
2. Drinking alcohol / drug abuse (see drug-free workplace policy) prior to or during working hours
3. Failure to wear personal protective equipment (PPE)
4. Removing safety guards from tools and equipment
5. Fraudulent Workers' Compensation claims
6. Failure to follow safety rules
7. Major traffic violations while using company vehicle or personal vehicle on company time
8. Engaging in dangerous horseplay
9. Failure to notify supervisor of a hazardous situation
10. Failure to attend mandatory safety training
11. Accidents / injuries due to non-compliance to safety training and safety guidelines
12. Excessive injuries
  - a. 2 or more preventable injuries within 6 months.

Actual discipline will be decided on a case by case basis and is subject to the discretion and approval of the appropriate Appointing Authority. Possible disciplinary actions based on violation of the Wayne County Policy Manual, or the Wayne County Safety Manual is as follows:

- 1). Instruction and cautioning
- 2). Written warning
- 3). Suspension from one (1) to fifteen (15) working days
- 4). Termination