

	Title	Safety Non-Compliance & Discipline	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	1.3	Revised	05 Jan 2026

1. Policy Statement

Compliance with health and safety rules is a condition of employment. Unsafe behaviour will not be tolerated.

Artistic Stairs believes that most safety violations can be corrected through coaching and education. However, willful disregard for safety rules, negligence, or repeated non-compliance will result in disciplinary action up to and including termination of employment.

2. Purpose & Scope

- **Purpose:** To establish a transparent, fair, and consistent framework for enforcing health and safety standards and correcting unsafe behaviors.
 - **Scope:** Applies to all employees and contractors at our worksites.
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3. Roles & Responsibilities

- **Management:**
 - Apply discipline consistently and fairly, without bias.
 - Maintain confidential records of all disciplinary actions (verbal and written).
 - Support supervisors in their decisions to stop unsafe work or issue warnings.
 - **Supervisors:**
 - Enforce safety rules immediately when a violation is observed—do not "look the other way."
 - Issue warnings (verbal or written) to workers who fail to follow procedures or wear PPE.
 - Document the details of the infraction and the corrective action taken.
 - **Workers:**
 - Understand that following safety rules is mandatory, not optional.
 - Accept feedback and correct behavior when coached or disciplined.
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4. Procedures & Standards

Progressive Discipline Process

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Our company typically follows a progressive approach to discipline to encourage behaviour modification. However, the severity of the discipline will match the severity of the offense.

1. Verbal Warning (documented):

- o Issued for minor infractions (e.g., forgetting safety glasses, minor housekeeping issues).
- o The supervisor will discuss the hazard with the worker and document that a warning was given in the daily log or worker file.

2. Written Warning:

- o Issued for repeated minor infractions or a single moderate safety violation.
- o A formal "Disciplinary Action Form" is completed, signed by the worker and supervisor, and placed in the worker's personnel file.
- o Corrective training may be assigned.

3. Suspension / Final Warning:

- o Issued for serious violations or continued failure to improve behavior.
- o The worker is removed from the site (with or without pay) for a defined period.
- o Re-orientation is mandatory before returning to work.

4. Termination:

- o Issued when all previous steps fail or for a single "Zero Tolerance" violation.

Zero Tolerance Violations

The following actions may result in immediate termination without prior warning (bypassing the progressive steps):

- Working under the influence of alcohol or illegal drugs.
- Workplace violence, fighting, or harassment.
- Theft or intentional damage to property/equipment.
- Blatant disregard for "Life Saving Rules" (e.g., working at heights without fall protection, entering a confined space without a permit, bypassing safety guards).
- Falsifying safety records or incident reports.

Contractor Enforcement

- Subcontractors found in violation of safety rules will be subject to the same standards.

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- Severe or repeated non-compliance may result in the contractor being removed from the site and the contract terminated.

5. References & Legislation

- **Alberta OHS Act:** Section 3(1) (Employer obligations to ensure safety)
- **Related Forms:**
 - o Disciplinary Action Form (Warning Notice)