



City of Yorkton

POLICY TITLE OCCUPATIONAL HEALTH & SAFETY DISCIPLINARY POLICY		ADOPTED BY Co-Chairmen, Occup. Health & Safety Central Committee	POLICY NO. 70.20
ORIGIN/AUTHORITY Director of Human Resources	JURISDICTION All Employees - City of Yorkton	EFFECTIVE DATE November 20, 1992 Amended March 27, 2006	PAGE # 1 of 2

1. **PURPOSE**

- 1.1 To ensure the health, safety, welfare, at work of all workers of the City of Yorkton and;
- 1.2 To encourage co-operation, and compliance among **ALL** employees, exercising duties covered by the occupational Health & Safety Act/Regulations and Standard Operating Procedures for the City of Yorkton.
- 1.3 To ensure that **EVERY** worker while at work takes reasonable and responsible care to protect his/her health and safety and the health and safety of all other workers who may be affected by his/her acts or omissions.

2. **DISCIPLINARY POLICY:**

It is imperative for all supervisors and employees to comply with the Occupational Health & Safety Act/Regulations and Standard Operating Procedures when performing their duties. Any infractions or contraventions may result in disciplinary action.

3. **PROCEDURE:**

EVERY employee of the City of Yorkton, who personally witnesses any contravention of the Occupational Health & Safety Act/Regulations, or an infraction of the Standard Operating Procedures shall immediately report and complete the necessary form from his/her Occupational Health & Safety Representative, Central Committee Co-Chairmen, Supervisor or the Director of Human Resources, and arrange to immediately remit same to the Director of Human Resources (see attached Appendix A – “Notice of Infraction” form). An investigation shall be conducted into the seriousness and validity of every infraction and upon confirmation of same, the employee shall be notified of the infraction without disclosing who the reporting individual was.

Both Co-Chairmen of the Central Committee shall be advised of any infractions filed.

Regardless of who reports a Notice of Infraction, the employee and supervisor shall be required to provide comments on the infraction.

Appeals are to be filed with the City Manager.

NOTE: If any infraction is deemed to have been of a life threatening nature, subsequent to a complete inquiry and recommendation by the Accident Investigation Committee, the employee may be subject to extreme disciplinary action, at the discretion of the Director of Human Resources.

4. **RESPONSIBILITY**

ALL employees of the City of Yorkton, Director of Human Resources, Co-Chairmen, Occupational Health & Safety Central Committee.

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Appendix A

Notice of Infraction

*Occupational Health & Safety Act/Regulations
City of Yorkton Standard Operating Procedures*

DATE: _____

NAME: _____

TIME: _____

LOCATION AND DESCRIPTION OF INFRACTION: _____

SUPERVISOR COMMENTS: _____

EMPLOYEE COMMENTS: _____

SIGNATURE: _____