

**IMPORTANT NOTES:**

- **Smarter Safety is not a Legal practice nor is it a Human Resources specialist. This Safety Violation Warning Notice is supplied to assist, however...**
1. Before issuing a warning letter to a delinquent worker ensure you have a written complaint from the responsible person describing the violation, ideally a formal "Incident Report". The complaint must have day, date, time and place and name of witness in whose presence the incident took place.
  2. Being a legal communication you must take utmost care and talk to your own lawyer or Human Resources specialist before issuing any written warning letter.
  3. A sample warning notice follows. If you decide to use it be sure to run the completed documents past your lawyer or Human Resources specialist first.

**Safety Violation Warning Notice**

Date: \_\_\_\_\_

From your Incident Report: **"Date & Time of incident"**

You have been observed violating the following company safety rules or practices:

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Your violation may have been unintentional, or you may have not realized that you were violating a safety rule or a safe practice. We are bringing this to your attention because of management's sincere concern for your safety. We hope that you share this concern for yourself and your fellow workers. Production, economy or convenience of either management or our employee's shall not take precedence over safety in our operation. Further violations of the above, or frequent violations of any safety rules, or safe practices, will result in disciplinary action.

**IF IN DOUBT, ASK YOUR SUPERVISOR, DON'T TAKE CHANCES!**

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Supervisor's Signature

I have read and understand the above warning notice. I agree that I will not commit this violation again, and that I will try to increase the safety with which I work.

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Employee's Signature