

EMPLOYEE DISCIPLINE REPORT FOR HEALTH & SAFETY VIOLATION WRITTEN WARNING

The purpose of this notice is to provide you with an opportunity to correct the conduct that led to the issuance of this warning. If this conduct is repeated, or if you engage in any other misconduct, you may be subject to further disciplinary action, up to and including dismissal.

Production Name	
Employee Name	
Position / Title	
Date / Time of Incident	
Date of Report	
Location of Incident	
Describe the Incident / Violation:	
Describe corrective instructions given to the employee:	
This warning has been issued to _____ With the appropriate instructions.	
Supervisor	Shop Steward/ union representative
I have received a copy of this notice. I have read and understand the notice and have had an opportunity to discuss it with my supervisor and/or Production Manager.	
Employee Comments:	
Employee signature	Date

This report should be signed by all parties and returned to the Production Manager.

