



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 8, 1995      **SECTION:** 800      **NO.** 804  
**APPROVED BY:** County Council      **SUBJECT:** Safety Discipline  
**REVISED DATE:** October 16, 2001

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The purpose of this policy is to ensure that safety policies procedures and practices are carried out through out Lethbridge County.

Every employee will do his/her part to conform to safety, looking out or one's self, fellow employees, and the general public safety.

### Responsibilities:

The employee, when non-compliance is recognized, will do what is possible to protect the well-being of those present and notify his foremen, supervisor, and safety supervisor.

The supervisor is responsible to ensure compliance by following these three steps:

1.    First Offence  
Give a verbal warning regarding the non-compliance and document the same.
2.    Second Offence  
Give a written warning and document the same.
3.    Third Offence  
Suspend without pay (can be determined as to seriousness of offence) and document the same.

Any further offences of non-compliance may lead to dismissal.

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Chief Administrator Officer

March 6, 2014

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Date