# **COMMUNITY COUNCIL**

**Rules and Progressive Discipline**

All employees of COMMUNITY COUNCIL are expected to work safely at all times. No action that violates our safety rules in any way is permitted.

The following is a list of general safety rules of COMMUNITY COUNCIL:

* Alcohol, drugs, firearms or other weapons are not permitted on community property or on any jobsites. Anyone believed to be intoxicated or under the influence of illegal drugs will be suspended by the supervisor.
* Smoking cannabis, cigarettes and vaping is prohibited in the community infrastructure (buildings & equipment)
* Equipment, machinery and tools are to be operated and maintained safely. Any defects or hazards are to be reported to the supervisor for correction.
* All servicing and repairs on equipment, machinery or tools must be done by authorized personnel. Any alterations or modifications that could impair safe operation are strictly prohibited.
* All vehicles and mobile equipment are to be operated in accordance with all applicable highway legislation.
* Operation of equipment without the proper training or authorization is prohibited.
* Incidents are to be immediately reported to the supervisor, so the proper reports can be made.
* Work is to be performed in accordance with the safe work practices and safe work procedures and your supervisor’s direction.
* Hard hats, safety boots and high visibility apparel are required at all times.
* Hearing protection, safety glasses, fall protection and any other additional personal protective equipment is to be worn as per site or job requirement.
* Cell phone use not to be used, unless it has been approved by your supervisor.

COMMUNITY COUNCIL is committed to the health and safety excellence of its workers by providing an injury and accident-free workplace. All workers are to abide by the regulations, safety rules and the use of safe work practices and safe work procedures. Any and all violations will be handled in an objective, but firm manner. Documentation is required at each stage. The steps of progressive discipline are:

* **Verbal Warning**
* **Written Warning**
* **Suspension**
* **Dismissal**

Any measure or combination of measures deemed appropriate to the circumstance can be used at your supervisor’s discretion.

*The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

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Community Council Date