



## Safe Work Practices / Procedures / Instruction

### Safety Violation Report

PROJECT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SUPERINTENDENT: \_\_\_\_\_

The following individual(s), Trade or Contractor have been found in violation of the Company Health and Safety Program.

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee(s) Involved: \_\_\_\_\_

**VIOLATION:** Is this a repeat offence of a previous violation? ☐ Yes ☐ No \* Check all that apply

**Minor Violation:** 1<sup>st</sup> Offence – verbal warning ☐ 2<sup>nd</sup> offence – written warning ☐ 3<sup>rd</sup> offence – **Action required** ☐

**Major Violation:** 1<sup>st</sup> Offence – written warning ☐ 2<sup>nd</sup> offence – **Action required** ☐ (see definitions below)

Verbal Warning (Date)	Written Warning (Date)	Suspension (Date)	Fine(s) (Amount)	Banned (Date)

Description / Location of Occurrence(s) (Please indicate Policy and/or Regulation reference section number where possible)

---

---

---

---

**Major Violation:** Definition: Any infraction of government, corporate or client rules or legislation that DOES have the potential to cause serious damage or injury.

**Minor Violation:** Definition: Any infraction of government, corporate, or client rules that does not have the potential to cause serious damage or injury.

Management: \_\_\_\_\_ (print) Management: \_\_\_\_\_ (signature)