## **HSE PROCEDURE FOR** REWARD & PENALTY PROCEDURE ON HSE VIOLATION

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##### PROJECT

| *Issue Status & Description* | Issued for use. | | | | | |
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6. **Introduction**

Discipline is a critical component of high-functioning safety systems. Used in the right way, discipline establishes an organization’s commitment to safety by enforcing the rules and procedures designed to keep people safe. It encourages employees to always be vigilant about following safety protocols, especially when engaging in high-risk tasks such as working at height, in confined spaces and in lockout/tag out jobs. Discipline also protects leaders by ensuring follow-through on every rule violation.

**2. Purpose & Scope**

The purpose of a disciplinary code and procedure is to regulate standards of conduct and incapacity of employees within a company. The aim of Procedure is to correct unacceptable behavior and adopt a progressive approach in the workplace. This also creates certainty and consistency in the application of discipline.

1. **Definitions**

A Violation is an intentional action that results in noncompliance with known rules, policies, procedures or acceptable norms. Violations are classified within Human Factors as one category of an “unsafe act”; the other category contains all “errors”. The fundamental difference between errors and violations is that violations are deliberate, whereas errors are not. In other words, committing a violation is a conscious decision, whereas errors occur irrespective of one’s will to avoid them.



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* Intentional Violation

Usually purposeful, the violator knows that he is violating certain rules or requirement but overwhelmed by various factors. The intention of violating might be to cause harm or not.

• Intentional Can be sub-divided into:

* Routine violation
* Situational violation
* Un Intentional Violation
* Routine violation

It’s a perpetual behavior in opposition to set rules and procedures. As a result, the violator commits it automatically or sub-consciously .Human potential attempts to cut corners, save time and energy, etc. Lack of enforcement, where violator assumes ‘‘*I will never be caught, nor reprimanded even when caught*’’

* Situational violation

It’s a violation motivated by desire to keep the work going under certain adverse conditions, often caused by Foreman/ Supervisor pressure to meet unusual progress targets.

* Un Intentional Violation

Usually a result of lack of knowledge or behavioral errors, often used as an excuse even by a deliberate violator.

1. **Procedure for Penalty on HSE Violations**

All employees are expected to comply with job site rules and regulations, and to follow established operating procedures set by the company. Violations will not be tolerated and Supervisors/Construction Managers will be held accountable for the conduct of their Subordinate Supervisors/Construction Managers is required to take action when a violation is observed.

Immediate action to control or eliminate a hazard is required In the event a violation is observed; the following procedures have been established to place an employee on notice.

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Notice Action

First Warning When Violation observed in the company premises the first investigate the violation is intentional, unintentional or Situational , after investigation it reveals that the violation is in unintentional proper counseling will be provide from HSE Department to avoid reoccurrence ,if it reveals that the violation was intentional and its routine Violation only he will verbally warned but the findings of investigation reveals that he committed Situational violation his foreman/ Supervisor will also warned because of why he enforce for violation. A verbal warning given to the Violator.

Second Warning When Violation observed in the company premises and the violator is the same person who verbally warned for the violation for his first violation the investigation will conduct against him in the same manner mentioned above after investigation it reveals that the violation was intentional or Situational. A written warning addressed to the Violator and penalty will be imposed on him in terms of rupees as per severity of violation and a copy of warning placed in the HSE Department referencing violation and warning, including date and time. An issue of Violator discussed with his area Construction Manager/ Project Manager.

Third Warning When Violation observed in the company premises and violator is same person who verbally warned & penalized the investigation method will be same after investigation it found that he is guilty. This warning will be followed by a meeting with the Violator, Construction Manager and senior management to determine whether the employee 15 Days salary will be deducted, 20% Salary or more reduced or terminated.

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* 1. Procedure for Investigation & penalty

It is responsibility of HSE official that he should take violation picture and Statement of witness if available at site submit initial report to HSE In charge, it is responsibility of HSE Incharge that investigate the matter that the violation is unintentional , intentional, unintentional or Situational. The role of an HSE Incharge is to be fair and objective so that they can establish the essential facts of the matter and reach a conclusion on what did or did not happen. HSE Incharge should do this by looking for evidence that supports the allegation.

HSE Incharge Submit the final report to HSE Manager. HSE Manager will decide the penalty on the nature of violation and penalized the violator if he found guilty that violation was intentional or it found that violation was unintentional the HSE official provide proper guidance to employee to avoid reoccurrence.

On the third violation the investigation method remains the same but this time HSE Manager Consult the matter with Project Manager and Project Manager will take the final decision about the Violator on third Violation.

It is noted that Project Manager is ultimate authority to take action he has authority to waive off the penalty price but copy of written warning placed in the HSE Department referencing the violation and warning, including date and time.

* 1. Violation those will be penalized

Failure to wear all required personal protection equipment (PPE) such as, but not limited to:

* Hard hats
* Coveralls
* Proper foot protection.
* Safety glasses ( if required)
* Worker perform their jobs without the Supervision of Supervisor
* Hearing protection
* Face shield (if required)
* Work at height without safety Harness
* Violations of posted or required speed limits
* Horseplay
* Improper use of tools
* Failure to follow instructions related to safety
* Poor housekeeping or contributing to unsanitary conditions
* Use of damage electrical equipment
* Misuse or abuse of Tools & equipment
* Operation of mobile equipment in an unsafe manner
* Damage improper use of ladders.
* Improper manual lifting procedures.
* Running anywhere on the job site.
* Use Drugs in company premises
* Usage of Mobile Phone at Work Place, on Walkway & roads
* Supervisor’s failure to enforce Company or client’s safety requirements.
* Operation of any mobile equipment (vehicle) without a valid driver’s license.

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* Operating or using machines, tools or equipment that the employee is not qualified to operate
* Failure to follow proper scaffold procedures such as:
* Tagging system
* Modifications
* Deliberately committing an unsafe act or instructing employees to perform work in an unsafe manner
  1. Procedure for Collecting Penalty

Challan 1st copy will be given to the violator , and 2nd Copy of challan will be send to Accounts department deduct penalty amount from Violator Salary, it is necessary for Account Department to maintain separate ledger book for penalty collection and 3rd copy of challan maintained in the separate file

1. **Reward for developing Safety Culture**

The objective of this program is to get the safe completion of the project; and as a result, all employees will go home safely at the end of each work day.

This program will also promote Safety Culture, which is the principle that each construction worker will perform “every task, the safe and right way, and every time.

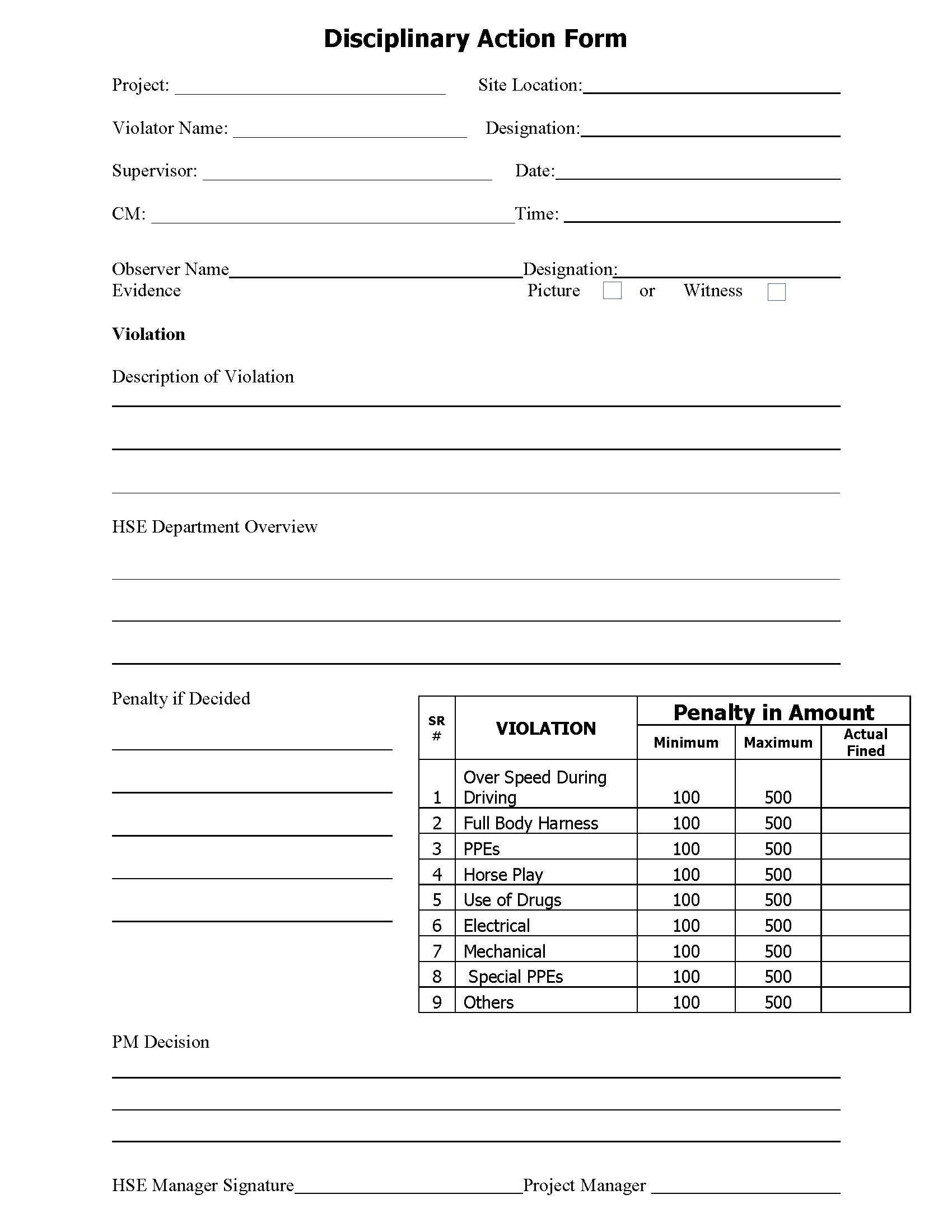
Developing an effective safety Reward program can strengthen the safety culture in any organization, by improving a poor safety record and/or maintaining an already good one.

This begins with strong management commitment to safety.

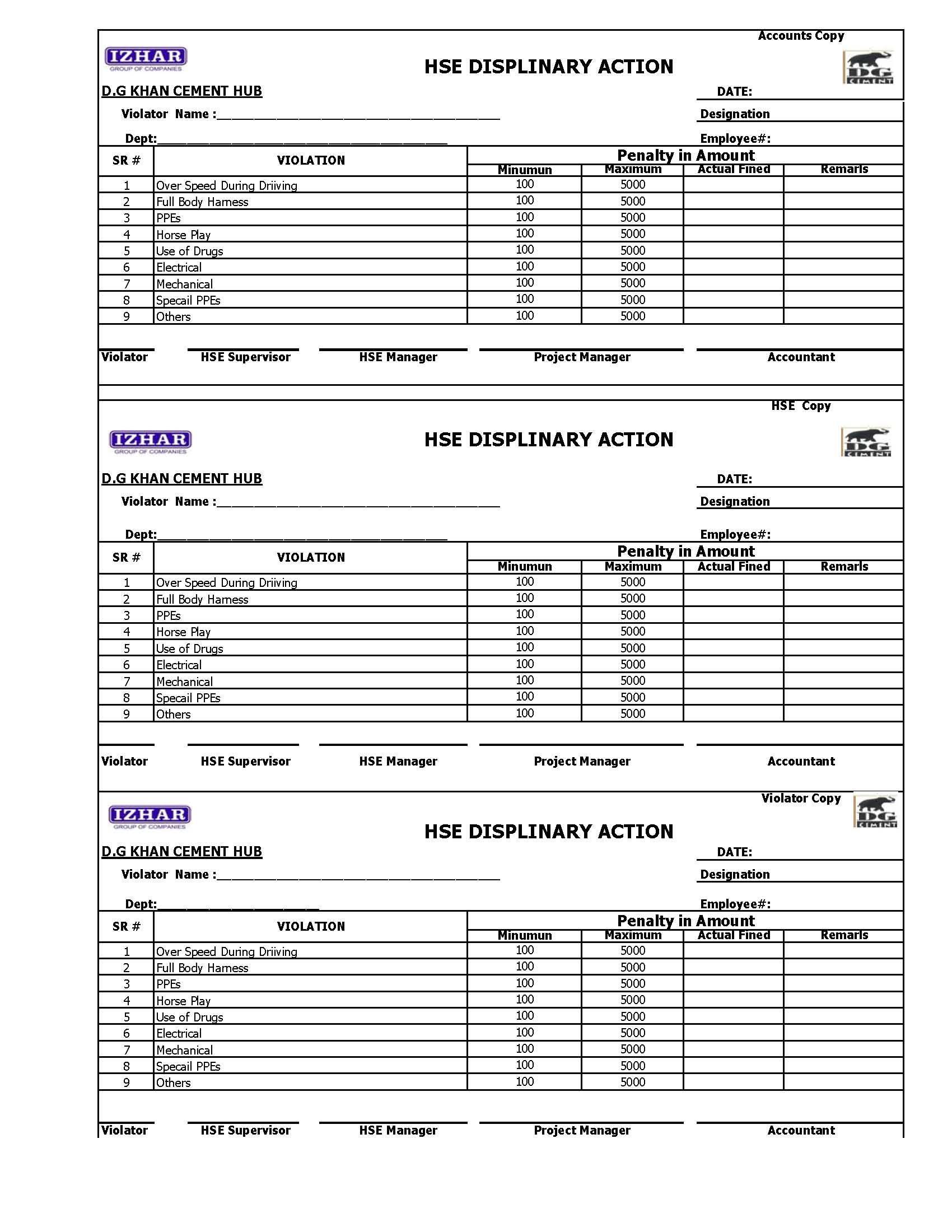
* 1. Procedure for Reward

During the Site inspection those employee or worker maintain the workplace according to HSE requirement from other workplaces the HSE Department Reward him Mobile Scratch Card from 100 to 500 rupees and other gifts, the reward depends upon his compliance to HSE Rules, the HSE Incharge and HSE Manager is only authorized to distribute reward.

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