

Shawmut Design and Construction Health & Safety Manual

Safety Disciplinary Action Policy

Subcontractors of Shawmut Design and Construction will be subject to Disciplinary action for unacceptable safety performance. It is expected that all subcontractors and their employees, will be responsible for following and enforcing Shawmut's "zero accident/zero tolerance" policy, which includes Shawmut's Safety and Health regulations and program elements. Subcontractors are expected to implement their own internal disciplinary processes, but remain subject to this policy as required by the contract document.

Enforcement and Penalties

If necessary, Shawmut Design and Construction will enact the following to ensure an efficient and consistent policy/protocol for all subcontractors:

For Subcontractors:

1. **First Offense:** Written warning (Notice of Non-compliance), possible fine and removal of offending individual from site, depending on severity. Proof of adequate training for individual may also be required.
2. **Second Offense:** Written warning (Notice of Non-compliance) and/or formal letter will be sent to the subcontractor. Shawmut will issue a **\$500 to \$1,000** fine to the offending company depending on severity. The offending individual may also be removed from site based on the severity of incident. Proof of adequate retraining will be required before offending individuals are allowed back to work.
3. **Third Offense:** Up to a **\$5,000** fine will be issued to the offending company and, depending on severity of the issue, a mandatory meeting will be scheduled between Shawmut Design and Construction and the subcontractor to decide if the removal of the individual and offending company from the project is necessary.
 - **Safety Resolution Conference:** Subcontractors have the right to request a **safety resolution conference** with the SDC Project Team and SDC Safety Team to determine the best action moving forward, including using fines for safety training and/ or purchase of new equipment.
 - **See Attached Guideline for Safety Enforcement and penalty structure-** Severe, willful or intentional unsafe acts will result in immediate termination and discharge and/or a significant fine up to **\$20,000**. Terms of discharge will be determined by the Safety Manager and Managing Director of Field Operations.

Administration of this Policy

Any Shawmut staff member has the right to voice concern and have the Project Superintendent issue a warning when an incident of non-compliance occurs (Notice of Non-Compliance). **Shawmut has a confidential Safety Hotline 1-877-342-SAFE (1-877-342-7233) for anyone to call to report an incident of non-compliance.** Every claim will be investigated immediately and with the strictest level of confidentiality. Once a Notice of Non-Compliance is issued by the Project Superintendent, the Project Manager will be responsible to administer the written warning or fine and ensure the subcontractor's office has been notified or the fine has been collected. Fines will be handled as negative change orders to the contract so as to ensure that the fine is formally acknowledged. Any form of animosity or retribution around this policy will not be tolerated.

This policy may be superseded or supplemented by an Owner or Client policy that may be more stringent.

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- Safety Enforcement and Penalty Guideline:** To assist in our efforts of maintaining a safe and injury-free environment, the following is offered as guidance in determining violations, warnings, fines and terminations imposed upon subcontractors and in accordance with the Subcontract Agreement. **Shawmut Design and Construction reserves the right to issue fines for observed unsafe acts or conditions not included in the following chart of violations:**

Violation Severity Chart
(To be used as a guide only when issuing violation notices)

<i>Low level</i>	<i>Disciplinary Schedule</i>
<ul style="list-style-type: none"> PPE violation Paperwork violation Ladder damage or aluminum ladder in use Small floor openings left uncovered Machinery in use without proper instruction guide Lack of injury/ incident reporting Lack of GFCI protection Temp power not maintained Lack of signage of live electric closets and panels Poor air quality control Lack of training Poor storage of compressed gas cylinders No hot work permit / fire watch/ fire extinguisher 	<p>First Offence:</p> <ul style="list-style-type: none"> Written Warning – notice of non-compliance <p>Second Offence:</p> <ul style="list-style-type: none"> Issue non-compliance letter and fine - \$500 to \$1,000 Proof of adequate retraining before allowed to go back to work <p>Third Offence:</p> <ul style="list-style-type: none"> Issue non-compliance letter and fine-\$5,000 Possible removal of individual from site
<i>Mid level</i>	<i>Disciplinary Schedule</i>
<ul style="list-style-type: none"> Repeat PPE violation Repeat paperwork violation Ladder misuse Fall protection >6' used wrong Lack of training for fall protection Poor scaffold set up/ use/ access Poor compliance with SDC Health and Safety rules Use of damaged cords and / or tools Rigging equipment not properly tagged Crane, heavy equipment, or boom lift in use without proper protection of swing radius, including signage Heavy equipment in use without backup alarm Lack of proof of training and/or license. 	<p>First Offence:</p> <ul style="list-style-type: none"> Issue non-compliance letter and possible fine Proof of adequate retraining or problem is fixed before allowed to go back to work <p>Second Offence:</p> <ul style="list-style-type: none"> Issue non-compliance letter, \$500 to \$1,000 fine and possible removal of individual from site Proof of adequate retraining before allowed to go back to work Meeting with SDC and their organization <p>Third Offence:</p> <ul style="list-style-type: none"> Is Meeting with SDC and their organization sue non-compliance letter, and a \$5,000 fine Meeting with SDC and their organization
<i>High level</i>	<i>Disciplinary Schedule</i>
<ul style="list-style-type: none"> Fall protection >6' not in use Working on energized electricity >50 volts Leaving or creating exposed areas which are Immediately Dangerous to Life and Health for yourself and/ or others 	<p>First Offence:</p> <ul style="list-style-type: none"> Issue non-compliance letter and fine of \$1,000 Potential removal of individual from site Proof of adequate retraining before allowed to go back to work Meeting with SDC and their organization <p>Second Offence:</p> <ul style="list-style-type: none"> Removal of individual from site Possible removal of subcontractor firm from site Meeting with SDC and their organization Written action plan moving forward safely will be required Increased fines <p>Third Offence:</p> <ul style="list-style-type: none"> Possible removal of subcontractor firm from site Meeting with SDC and their organization Written action plan moving forward safely will be required Increased fines