

Missouri Rural Electric Cooperative Corrective Action Guidelines

1. Violations of and/or disregard for safe work practices shall result in corrective action appropriate to the seriousness or potential seriousness of the offense. Violations shall be recorded and become part of the employee's personnel file. The employee's safety record shall be a factor in determining the employee's eligibility for continued employment with the cooperative.
2. Management, crew leaders, or anyone in a supervisory role who knowingly permit violations of safe work procedure or receive notification of a safety violation and neglect to take appropriate corrective action shall be subject to the same corrective action as prescribed for the specific safety violation.
3. If a safety violation occurs, it shall be brought before the Safety Committee. The Safety Committee will then determine the severity level of the violation. If a Safety Committee member is the employee who has committed the violation, that employee shall not be permitted in determining severity level. Severity levels are as follows:
 - a. Level 1: Risk of serious injury is low (example: improperly storing rubber gloves).
 - b. Level 2: Risk of serious injury is moderate (example: not reporting a vehicle accident).
 - c. Level 3: Risk of serious injury is high (example: not using proper PPE when entering the minimum approach distance of energized equipment).
4. Once a severity level for a violation has been determined, corrective action should be calculated according to the following chart. This chart includes rollover periods. The rollover period begins on the date of the violation. After a rollover period has elapsed and the same employee again violates a safe work practice, the violation is treated as a first offense. If an employee violates a safe work practice before the rollover period has elapsed, the violation is treated as a second (or third) offense. When a second or third violation occurs before the previous rollover period has expired, the new rollover period begins on the date of the newest violation.

Corrective Action Levels			
Level	Offense	Action	Rollover
1	1 st	Oral	6 Months
	2 nd	Written	6 Months
	3 rd	1 Day Suspension	6 Months
2	1 st	1 Day Suspension	6 Months
	2 nd	2 Day Suspension	6 Months
	3 rd	1 Week Suspension	1 Year
3	1 st	2 Day Suspension	6 Months
	2 nd	1 Week Suspension	1 Year
	3 rd	Demotion or Discharge	1 Year

5. It is a function of the Safety Committee to deliver a recommendation to Management on the Corrective Action Level for safety violations. Management reserves the right to invoke corrective action, up to and including immediate dismissal, for violation of safe work practices, poor judgment in dealing with conditions, or at-risk behavior above or beyond those covered in this section.