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**Procedure Title:** Corrective Actions  
**Policy:** 1900-02  
**Adopted:** February 23, 2011  
**Amended:** 1. October 18, 2016  
2. October 16, 2018

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## **POLICY STATEMENT:**

The Village of Mannville is committed to the safety excellence of its employees by providing an injury and incident free workplace.

## **GUIDELINES AND PROCEDURES:**

All employees are to abide by the regulations, safety rules and the use of safe work practices and procedures:

- Wear the required PPE in designated areas at all times
- Report to your supervisor all unsafe acts, unsafe conditions and near miss incidents
- Report all injuries or property and equipment damage immediately
- Follow all safe work practices and procedures in accordance with your supervisor's direction
- Maintain good housekeeping in your work area
- Operate all vehicles and mobile equipment in accordance with site rules and municipal and highway regulations

Safety violations will be handled in an objective but firm manner and may be grounds for dismissal. The enforcement progression follows the steps outlined below with documentation at each stage:

- Verbal Warning
- Written Warning
- Dismissal

The following are prohibited at all times on all municipal property and all municipal job sites:

- Possession or consumption of alcohol (unless under special permission such as a group event)
- Possession or consumption of illegal or legal drugs (unless prescribed by a physician.)
- Being under the influence of alcohol or drugs (unless prescribed by a physician) while working, in any capacity, for the Village.
- Possession of firearms
- Fighting
- Theft and vandalism
- Damage, disabling or interfering with safety, firefighting or first aid equipment

**END OF PROCEDURE**