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Employee Safety Violation Notice

Safety Violation Report Details

- Review this report with the violating employee and place it in that employee's personnel file.

Employee Name:

Joe Johnson

Social Security Number

123-45-6789

Supervisor Name

Bob Benson

Date

11/15/2019

Location

234 Main Street Arlington, VA
22206

Time

14:41

Safety Violation

Climbing ladder without spotter

Is this a Repeat Violation?

No

Disciplinary Action:

Spoke with employee

Employee Comments:

Employee says someone was nearby when he climbed ladder, but walked off while he was up on the ladder

Date

11/15/2019

Date

11/15/2019

Date

11/16/2019

Capture GPS of Location

Employee Signature

Supervisor Signature

Human Resource Manager