
V. VIOLATION OF SAFETY RULES

Employees will be made aware of the content of the City Safety Policy, the City Safety Manual, all safety work rules and specific safe work practices of their respective department. Employees will be responsible to comply with all safety work rules and safe work practices as required by their department and the City Safety Policy and the City Safety Manual.

Compliance and enforcement are the responsibility of all employees. First line supervisors must ensure that all employees perform their jobs in accordance with their specific department safety rules and the precepts set forth in this document.

Disciplinary action will be taken for violation of safety work rules and specific safe work practices of the respective department or for violation of the City Safety Policy or standards within the City Safety Manual; in accordance with the City of Pittsburgh Disciplinary Manual for Supervisors. In egregious cases, discharge from employment may be justified even where an employee has no prior disciplinary record. In other cases, discipline should be utilized to reinforce safety rules and supervisor instruction. Such action may, in fact, prevent future injury to that employee.

All Supervisors should follow the “Guidelines for Deciding To Take Disciplinary Action” located on page 3 of the City of Pittsburgh Disciplinary Manual for Supervisors.

The City generally utilizes five (5) levels of discipline.

Level 1	Oral Warning
Level 2	Written Warning
Level 3	One-(1) day suspension
Level 4	Three-(3) day suspension
Level 5	Five-(5) day suspension, pending discharge