



# Progressive Disciplinary Notice “Safety Citation”

Client Company: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Date: \_\_\_\_\_

The following outlines disciplinary actions which may be taken and facts involved in the disciplinary situation:

- Verbal
- Written
- Follow-Up
- Termination

Description of disciplinary situation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Personal Protective Equipment Infraction (Check one)**

- Hard Hat
- Eye Protection
- Gloves
- Safety Harness
- Safety Shoes
- Respiratory Equipment

Employee's Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I have reviewed the above statement and understand that more disciplinary action could occur with repeated offenses. I also understand that my signature does not constitute agreement or disagreement with the above statement, only that I have read and understand the disciplinary action.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date