

TOWN OF DUNBARTON



JOINT LOSS MANAGEMENT PROGRAM (JLMP)

Original Policy Date:
June 7, 2005

Revised: June 13, 2012
Revised: March 30, 2017
Revised: June 21, 2023

Certificate of Adoption

The Board of Selectmen hereby adopts and certifies this Joint Loss Management Program as presented & revised by the Joint Loss Management Committee on:

Date: June 22, 2023



Michael Kaminski, Chairman

Date: 6-22-23



David Nault, Selectman

Date: 6-22-23



Justin Nault, Selectman

Date: 6/22/23

Town Clerk Certification:

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Signed: Lyndash Landry

Danborton Town Clerk

Seal:



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TOWN OF DUNBARTON

JOINT LOSS MANAGEMENT PROGRAM (JLMP)

Original Policy dated June 7, 2005

Revised: September 19, 2012

Revised: March 30, 2017

Revised: June 21, 2023

Section 1. Purpose

Every employee has the right to expect a workplace free from occupational safety and health hazards. A Joint Loss Management Program is designed to help prevent accidents and illnesses, and is established jointly between employees and management. Unsafe acts, and unsafe conditions demonstrate a weakness in the system. This program provides the framework for safety to be managed like any other function through planning, organization, leadership, and control. A well-trained, well-disciplined and well-supervised employee in a safe and healthful environment is less likely to have an accident.

Section 2. Responsibilities

Employees shall be fully responsible for implementing the provisions of this program as they pertain to operations under their jurisdiction. The responsibilities listed are the minimum, and should not be construed to limit individual initiative to implement more comprehensive procedures to control our losses. See attached EMPLOYEE SAFETY RESPONSIBILITIES form and refer to the EMPLOYEE SAFETY AND HEALTH section of the PERSONNEL POLICIES AND PROCEDURES MANUAL for the Town of Dunbarton to view a list of safety responsibilities.

A. Board of Selectmen

1. Provide overall support, direction and commitment.
2. Ensure that personnel responsible for carrying out the provisions of this program understand it, have a copy of it, and are held accountable for their actions/inactions in accordance with established personnel policies and procedure.
3. Provide required resources:
 - a. Funding - safety equipment; personal protective equipment; training materials.
 - b. Personnel - outside experts; loss prevention consultants; between departments for information exchange.
 - c. Time - review inspection/investigation reports; participate in training programs.
 - d. Other as needed.

B. Supervisory Personnel

Employees with supervisory duties, whether they be first Line Supervisors or Department Heads, have the authority and responsibility to maintain safe and healthful work places and work practices. Specifically, they will do the following:

1. Comply with this program and applicable work rules.
2. Ensure that all employees within their jurisdiction comply with the program and follow all work rules. Supervisors are expected to set the proper example.
3. Comply with all established personnel policies and procedures as they relate to this program. Specifically, follow disciplinary procedures for violation of work rules.
4. Educate employees within their jurisdiction in the accepted way of performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment required. (See Sections 5 and 6).
5. As necessary, meet with staff to review accidents which have occurred and to discuss plans and ideas to bring about additional loss prevention measures.
6. Carry out additional inspections, investigations, and administrative duties as outlined in Sections 3, 4 and 5.
7. Be accountable for accidents, incidents, and near-misses involving their staff, especially if it is determined that additional preventive measures can or should have been taken. A Supervisor's capability to supervise is measured by the efficiency of his/her operation.
8. Include and evaluate an employee's safety record in each formal performance evaluation. This record may highlight specific performance deficiencies that must be recognized and corrected.

C. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. It is the responsibility of all employees to cooperate in making the safety program work.

Employees shall:

1. Understand and follow all work rules.
2. Be informed of and observe established safe practices.
3. Use and wear required personal protective equipment, as required by Department Policies and Procedures issued by individual Department Heads.
4. Report all unsafe acts and conditions to the Supervisor.
5. Operate only machines and equipment that they have been authorized and trained to operate by the Supervisor.
6. Not remove guards or other protective devices from machinery and equipment.
7. Follow all accident reporting procedures. (See Section 3.)
8. Assist Supervisors in their investigation of any accident of which they have knowledge; accident investigation is fact finding, not fault finding.

Section 3. Handling Injuries & Accident Reporting and Investigation

A worker's compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are definite State requirements for reporting these injuries which are summarized in this section.

Naturally, the first thing to do when an accident occurs is to ensure that proper medical treatment is provided.

A. Handling Emergencies

Judgment is a key factor in handling of any emergency. Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow. However, if there is any question whatsoever about the seriousness of an injury, call for help!

1. Employee shall call the appropriate emergency service (medical, fire or police).
2. Employee shall notify the Supervisor.
3. Employee shall follow reporting and investigation requirement.

B. Accident Reporting

1. All accidents or incidents will be reported immediately to the responsible Supervisor.
2. Supervisors will see to it that enough information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8-WC).
3. Accidents involving a fatality or the hospitalization of 3 or more employees shall be reported to the New Hampshire Department of Labor within 8 hours of the incident. Notification may be made by telephone at 603-271-3581.
4. The First Report of Injury Form will be completed and processed by the Department Head as soon as possible but no later than 5 days. This individual will also complete any other required forms.

C. Accident/Incident Investigation

The Police Department shall be notified of any accident/incident involving a Town-owned vehicle. The Police Department will conduct an investigation to include photos and full reports. The Selectmen's Office shall also be notified, and that office will notify the Town's liability insurance company. [June 2023]

The immediate Supervisor, or other designated individual, will investigate all accidents and incidents that occur within their span of control. The purpose is to determine how, what, where, when and why the accident/incident happened, and most importantly, how to prevent it from happening again. An accident investigation report will be required.

Guidelines for Conducting an Investigation:

1. Investigate the scene as soon as possible after the accident/incident noting conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches and take digital pictures as needed.
2. Interview witnesses as soon as possible after the accident so the facts will be fresh in their mind.
3. Interview the victim when the timing is right. Keep in mind his/her physical and emotional condition.
4. Make recommendations to prevent similar occurrences. Terms such as "employee was careless" have no place in a factual report.

D. Workplace Violence

If you become aware of any violence or threat of violence, you must immediately Report the matter to your Department Head (see Personnel Plan Reference).

Factors to consider to reduce the risk of workplace violence include:

- **Assess the workplace to identify methods for reducing the risk.**

Implement engineering controls to separate workers from customers during cash handling operations, provide good lighting, security devices and other controls to discourage would-be assailants.

Implement administrative controls that establish policies and encourages practices aimed at maintaining a safe working environment which covers all workers, clients, visitors, and anyone else who comes into contact with employees.

Train employees to anticipate, recognize and respond to conflict and potential violence in the workplace.

- **Town Offices**

All counters should be at a height for the average customer.

Physical barriers separating customers and staff with sliding window panels, banking windows, interior double hung windows, or wide counter space between customer and staff.

No swinging doors to allow the public behind the work environment.

Proper lighting in hallways and parking lots.

Section 4. Inspections

Department Heads and Supervisors are responsible for conducting necessary safety inspections, and recording their findings. Any unsatisfactory conditions are to be dealt with in the appropriate manner.

A. Frequency

Inspections of the work area and equipment are to be conducted regularly.

Additional inspections of specific pieces of equipment or job sites may be required by the applicable work rules.

Department heads and Supervisors are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

B. Guidelines for Correcting Unsatisfactory Conditions

1. Take the necessary action to prevent any injury! (Remove the tool from service, post a warning sign, etc.)
2. If within your authority, take steps to permanently correct the hazard. Report all action taken to your Department Head/Supervisor.

3. If you do not have the authority to correct the problem, take steps to prevent an injury as a result of it. Report the problem in writing and outline your recommended solution to the person who has the authority to correct it.

C. Record Keeping Guidelines

1. Document the inspection! At a minimum, record the inspection date, location/piece of equipment, inspector's name, list of unsatisfactory conditions notes, actions taken, and a list of recommendations.
2. If unsatisfactory conditions were noted, send a copy of the report to your department head/Supervisor, and keep a copy in your file.
3. If no unsatisfactory conditions were noted, just keep the inspection report in your file.

Section 5 Safety Education and Training

Safety education and training raises the employee's level of safety awareness and also provides management with an opportunity to demonstrate their concern for the welfare of employees.

A. Types of Training

1. Introductory:

All new or transferred employees will receive a safety orientation at the beginning of employment. As part of the orientation, the employees will be told of their responsibilities under the Joint Loss Management program, and be given a copy of the work rules (i.e. Department Policies, Code of Ethics and Personnel Plan). When the Supervisor who conducts the training is confident that the employee understands the rules, the employee and Supervisor will complete and sign the Safety Orientation and Employee Safety Responsibilities Forms (SEE FORMS) which will be included in the employee's personnel file.

2. Specific/On the Job:

Employees will be instructed by the Supervisor in the proper method of performing each job, the hazards associated with it, the required personal protective equipment and any necessary emergency procedures. This will be done as required by the work rules, when changes in the job occur, or whenever deemed necessary by the Supervisor.

3. Follow-up:

When the Supervisor identifies the need, follow-up training will be conducted. At a minimum, this training will be provided to all employees after an accident or a near miss.

B. Record Keeping

1. Introductory training – document in the employee's personnel file.
2. Specific training – Documentation of training provided for specific task (e.g. proper shoring techniques) is strongly recommended. It can consist of a brief description of the training, the date and instructor's name, and a list of those attending. The Supervisor can keep these lists.

Section 6. Safety Equipment

A. Purpose

To establish a policy that requires employees to always use personal protective equipment when performing certain hazardous tasks or when in an unsafe environment.

B. Safety Equipment

Seat Belt Policy: During the operation of a town vehicle equipped with seat belts, the operator and passenger(s) are required to wear seat belts.

Hard Hats: It is the policy of the Town to require employees to wear hard hats at all times when in the field around construction and maintenance projects. As a minimum, however, hard hats shall be worn as follows:

1. During the operation of all heavy equipment the supporting ground person must wear a hard hat in conjunction with that equipment.
2. When working below ground level, such as in lift stations, ditches, etc.
3. When conditions warrant and/or ordered to do so by a Supervisor.
4. When inspecting construction sites.

Safety Vest: Will be worn when an employee is in flagging position and/or when working in a traveled right-of-way.

Eye Protection: Goggles, face shields, or other suitable eye protection shall be required for wear by Employees whenever there is danger of exposing the eyes to flying particles, chemical substances, harmful light rays, dirt or grease falling from under vehicles, blood/bodily fluids, or other conditions considered harmful by the Supervisor or their designee.

Suitable eye protection devices will be purchased and furnished by the Town.

Hand Protection: Employees are encouraged to use appropriate work gloves in completing duties. Hand Protection is purchased by the Town and available from Department Heads or their designees.

Foot Protection: Employees are required to wear safety shoes whenever they are working in an area where heavy objects, machinery, tools or other potential hazards

pose an increased risk that foot injuries may occur. Please refer to the Dunbarton Personnel Plan for further details.

Safety Chaps: Shall be worn when operating a chain saw and like equipment.

Ear Protection: Shall be worn while operating equipment or machinery which exceed a noise level of 90 decibels. (See NH LAB: 1403:38)

Hygiene & Sanitation:

Accordance with New Hampshire Labor Rule -LAB 1403.28

- a. A supply of potable water shall be provided in all places of employment.
- b. Potable drinking water containers shall be capable of being tightly closed and be equipped with a tap (if container size is larger than 1 gallon).
- c. The above shall not apply to mobile crews or normally unattended locations, as long as employees working at these locations have transportation immediately available to nearby locations that provide water and sanitary facilities.

Blood Borne Pathogens Policy:

- a. Employees are to treat all human blood and body fluids as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- b. Universal precautions shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material.
- c. Employees responding to an emergency or situation where blood or bodily fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed.
- d. Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other emergency items that come in contact with blood or other potentially infectious materials.

Hazardous Materials Policy:

Each department that stores or utilizes hazardous/toxic substances will develop and implement a written hazard communication program under RSA 277A: Toxic Substances in the Workplace. This program will include:

- a. Provisions for container labeling;
- b. Collection and availability of Material Safety Data Sheets (MSDS);
- c. Employee training program;
- d. Listing of hazardous/toxic substance in each work area;
- e. Provision for the program to be available to all employees.

PENALTIES: Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in disciplinary action including termination.

Section 7. Joint Loss Management Committee

A. Purpose

The purpose of the Joint Loss Management Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote workplace safety and health.

The Committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employees on the subject of workplace safety. The Committee shall develop a written safety program for submission to the New Hampshire Department of Labor.

B. Membership and Structure

The Joint Loss Management Committee will consist of equal numbers of representatives from Labor and Management, at a minimum of six members. The Chairman will be elected annually from the membership of the JLMC. Meetings will be held quarterly throughout the year and more often if necessary to carry out the required functions of the JLMC.

The duty of the Committee is to advocate safety values, procedures, policies and programs. Also, the JLMC is charged to create and distribute a policy statement to all employees. Further, the Committee must maintain clearly established goals and objectives and disseminate them to employees. Workplace accidents and injuries must be reviewed to assist with establishing goals and objectives.

This Committee should assist the Department Head with compliance of this policy, help identify training needs and review incidents within the Departments with the goal of incident prevention.

C. Inspections

The Committee may choose to conduct an inspection of a particular location/piece of machinery/job site. Any recommendations will be communicated to those responsible for completing them.

D. Communication of Relevant Information

1. Meeting Minutes - All minutes from the meetings will be posted at the appropriate departments/offices.
2. Suggestions – Committee members need to listen to and present safety suggestions from co-workers to the Committee.

Employee's Name_____

Circle One: New Employee Transfer Rehire Part-time

1. Purpose of orientation
2. Reporting accidents to Supervisor immediately
3. Orientation of facilities and equipment
4. First Aid/Kit
 - A. Obtaining treatment
 - B. Location in facilities
 - C. Emergency Telephone Numbers
5. Potential hazards on the job.
 - A. What they are
 - B. How to use equipment safely
 - C. Care and use of personal protective equipment
6. What to do in event of emergencies.
 - A. Exits location and evacuation routes
 - B. Use of fire fighting equipment (extinguisher, hose)
 - C. Specific procedures (medical, chemical, fire, etc.)
7. The total safety program
 - A. Function of Joint Loss Management Committee
 - B. Introduce to Joint Loss Management Committee representative
 - C. Safety policies and procedures
8. Personal work habits
 - A. Proper lifting techniques
 - B. Good housekeeping, no horseplay and no smoking policy
 - C. Safe work procedure
 - D. Proper use of equipment
9. Vehicle safety

Supervisor's Signature _____ Date _____

Employee's Signature	Date
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TOWN OF DUNBARTON, N.H.
EMPLOYEE SAFETY RESPONSIBILITIES

As an employee of the Town of Dunbarton, I am responsible to:

1. Observe all Town safety rules and apply the principles of accident prevention to my day-to-day duties.
2. Report any job-related injury, illness or property damage to my Supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, and material) and unsafe acts to my Supervisor or Joint Loss Management Committee representative promptly.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguisher, fire alarms, exit doors, and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs nor to consume them while on the job, unless addressed under other Department policies. If it is necessary to take therapeutic drugs during your work shift please provide a doctor's note or discuss with your Department Head.
9. Refrain from fighting, horseplay, or distracting my fellow workers.
10. Observe safe operating procedures for all equipment I am authorized to operate.
11. Follow proper lifting procedures at all times.
12. Ride as a passenger in a vehicle only if it is equipped with a rider's seat.
13. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
14. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
15. Actively participate in the Town's efforts to provide a Joint Loss Management Program.

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE EMPLOYEE SAFETY RESPONSIBILITIES FORM, AND THAT MY RESPONSIBILITIES WERE EXPLAINED TO ME.

Employee

Date

TOWN OF DUNBARTON, N.H.
EMERGENCY PROCEDURES

A. Medical Emergency:

1. Immediately ensure that injured person(s) are removed from further possibility of injury. If none exists, **DO NOT MOVE THEM!**
2. **Call 911.** Be specific giving the dispatcher the following:
Your name
Location
Telephone
Nature of emergency (describe the victim's condition)
Do not hang up. Let emergency persons end the conversation.
3. Render emergency first aid based on formal training. Wear personal protection equipment.
4. Insure clear passage for the arriving emergency personnel.
5. Stay with the victim until help arrives.

B. Fire Emergency:

1. **Call 911.**
2. Activate fire alarms in building and evacuate people.
3. Close the building and keep the entrance clear of traffic. Meet arriving fire personnel and brief them of situation.

C. Bomb Threat:

1. If a suspicious object or package is found. **Call 911.**

D. Phone Threat:

1. If a staff member receives a call reporting the threat, he/she should remain calm and try to secure answers to the following:
 - a.) When will the bomb explode?
 - b.) Where is the bomb?
 - c.) Where was it planted?
 - d.) What does the bomb look like?
 - e.) What type of bomb is it?
2. The person receiving the threat should carefully note the following:
 - a.) The exact words used by the caller.
 - b.) Explicit motive for the threat.
 - c.) Quality of voice (male, female, foreign accent, tone of voice.)
3. While on the phone, the person should signal to a nearby staff member or patron and have him/her **call 911** on another phone.
4. A determination must be made whether to evacuate by the Department Head or their designee, and then proceed accordingly.

E. Vandalism:

1. If the vandalism poses a danger, **call 911**.
2. Evacuate the building if necessary.
3. Attempt to identify the guilty party.
4. Await the authorities to direct them to the damage.

F. Hazardous Incident – In the event of a Hazardous Spill:

1. **Call 911.**
2. Identify the component(s) of the spill, if possible.
3. Evacuate.
4. Isolate and control spill if possible.

DISCIPLINARY POLICY FOR SAFETY INFRACTIONS

As a condition of employment, all employees are required to participate actively in department safety programs and follow safety regulations in the interest of on the job accident prevention. Willful disregard of safety practices, department rules, instructions, or the welfare of a fellow employee has no place in such department. This kind of behavior may lead to injuries, damage to equipment and poor production.

Disciplinary actions up to and including termination of employment will be taken in those cases where it is determined that blatant disregard for safety practices has occurred. In the event that progressive discipline is appropriate, the following format will be followed.

First Offense:	Oral warning with review of policy.
Second Offense:	Written warning with re-training of policy.
Third Offense:	Suspension.
Fourth Offense:	Termination of employment.

DISCIPLINE PROCEDURES

The following discipline procedures relate only to safety violations and are to be considered a supplement to the Town Personnel Plan.

1. **VERBAL WARNING** – Any infraction of the safety rules, policies, or procedures will warrant a verbal warning from the employee's immediate Supervisor. In giving the warning the Supervisor must inform the employee of the specific nature of the violation, remedial actions, and the consequences of further violations which may include but not be limited to a written warning, suspension and/or discharge.
2. **WRITTEN WARNING** – Any subsequent or serious violation of the safety rules, policies, or procedures of the organization may result in a written warning. A written warning is a more serious form of discipline and is specifically designed to alert the employee as to the seriousness of his/her deficiencies and potential action for further violation of the safety rules, policies and procedures. The employee will be asked to sign the warning to acknowledge receipt and understanding of the contents.
3. **SUSPENSION** – Any subsequent or serious violation of the safety rules, policies, or procedures of the organization may result in the suspension of the employee. The **Department Heads** have the authority to suspend an employee for safety violations, and the responsibility to notify the **Board of Selectmen** of such action, in accordance with Dunbarton Personnel Plan.
4. **TERMINATION** – Employees may be terminated from employment for a single serious violation of the safety rules, policies, or procedures, and/or for repeated violations of the safety rules, policies, and procedures. The employee shall be advised in writing of the recommendation to terminate. The **Board of Selectmen** shall take action regarding the recommendation within fourteen (14) days of its receipt from the **Department Head**.

In the case of Written Warning, Suspension or Termination the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

TOWN OF DUNBARTON, N.H.
**VERBAL WARNING DOCUMENTATION
FOR SAFETY VIOLATION**

I gave a verbal warning to _____
(Employee Name)

on this date for violating _____
(Cite section, rule, regulation or procedure violated)

The above-named employee was advised that any further violations of this or other safety rules will result in further disciplinary action.

Name: _____

Supervisors Signature: _____

Date: _____

TOWN OF DUNBARTON, N.H.
WRITTEN WARNING FOR SAFETY VIOLATION

To: _____

From: _____

Date: _____ Subject: **Written Warning**

You are hereby given a written warning as called for in the Safety Rules and Regulations for:

this is violation/are violations of the following safety rules and regulations:

You are expected to improve your compliance with these safety rules and regulations forthwith.

Any further violations will result in further, and possibly more severe, disciplinary action that may include, but may not be limited to, suspension and/or discharge.

Supervisor's Signature

I acknowledge receipt of the above. I certify that it was discussed with me. I do not necessarily agree with the above.

Employee's Signature

Date

TOWN OF DUNBARTON, N.H.
NOTICE OF SUSPENSION FOR SAFETY VIOLATION

To: _____

From: _____

Date: _____ Subject: **Notice of Suspension**

You are hereby notified that you are suspended for _____ days with/without pay effective _____. This action is the result of your violation of

(Cite section, rule, regulation or procedure violated.)

In that you _____
(Cite specifics of violation to include date(s), time(s), action(s).)

This behavior does not comply with the standards of performance expected of you as an employee.

(May wish to cite other warnings here.)

Supervisor's Signature

I acknowledge receipt of the above. I certify that it was discussed with me. I do not necessarily agree with the above.

Employee's Signature

Date