



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/31/2019
 Employee Name: Abdi Guyo
 Job Title: Sanitation
 Manager/Supervisor: Anthony Dahlke

Type of Warning

Verbal Warning
 Written Warning
 Final Warning

Type of Offense

Tardiness/Leaving Early
 Absenteeism
 Violation of Company Policies
 Substandard Work
 Violation of Safety Rules
 Rudeness to Customers/Coworkers
 Other

Details

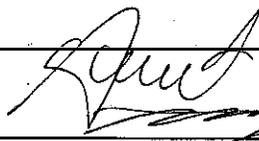
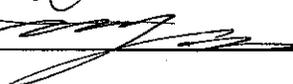
Description of Incident (Describe incident and list the date, time, and any witnesses present)
 Abdi Guyo was getting ready to foam and scrub in the Slicing room and was going to use the Dura Foam hose by the grinder. He was not wearing his goggles while he hooked up the air line for the foam. The nozzle was also left open and when the air was hooked up the hose began spraying foam out on its own and sprayed Abdi in the face. Abdi has been shown and trained by his supervisor, Lead of all rooms and the lead of the slicing room on how to properly hook up the foam hoses by making sure the nozzle is closed first and to always be wearing his goggles when working with chemicals.

Plan for Improvement:
 Abdi will make sure to wear all of his safety gear at all times when working with chemicals or around chemicals. Abdi will also make sure to verify he is following the correct process for using the foam hoses. A complete retraining of the Dura foam central foaming stations will be conducted with Abdi Guyo.

Consequences of Further Infractions:
 If further infractions are to occur, further disciplinary action will be taken along with more training. Also there will be an evaluation of Abdi being able to perform the required job duties in his current work area.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature  Date 5-30-19
 Manager/Supervisor  Date 5-30-19

Witness Signature (if employee understands warning but refuses to sign) _____ Date _____