



Reichel Foods, Inc.

Employee Warning Notice

Handwritten initials

Employee Information

Date: 1/19/2018
Employee Name: Akililu Gebrednigil
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)

The morning of 1/19/2018 around 4:30am, Akililu was attempting to re-assemble a guard at the end of the flume tank #1 before the transfer conveyor and tank of tank #2. Akililu was doing this while the transfer conveyor was in operation, and had dropped the guard which caused all of the flights for that conveyor belt to break. A co-worker witnessed the event and shut the conveyor off. Akililu has been trained in LOTO (lock out, tag out) and knows not to work on or around equipment while it is in operation, to prevent personal injury or injury to co-workers. The incident resulted in the belt needing to be replaced and recleaned by sanitation. Upon completion QA then had to inspect and swab the area, which caused a late start for production.

Plan for Improvement:

Akililu will make sure all machines are LOTO before assembling or working on the machine. Akililu will also make sure all employees in the area are aware of LOTO in place.

Consequences of Further Infractions:

If further infractions are to happen within the next 60 days of the same nature of the offense (Violation of Safety Rules) progressive disciplinary action will take place.

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.

Akililu
Employee Signature

1-19-18
Date

Anthony Dahlke
Manager/Supervisor

1-19-18
Date

Anthony Dahlke
Witness Signature (if employee understands warning but refuses to sign)

1-19-18
Date