



Employee Verbal Counseling Form

Employee Name: **Luke Hickman**

Date: **09-11-2017**

Department: **Shipping and Receiving**

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Luke bent the guard on top of one of the forks on a forklift due to backing out of the freezer too fast.**

Summary of corrective action needed: **Luke must understand that working at too fast of a pace or too high of a speed when working with equipment/machinery can cause major damage as well as bodily harm or injury to himself or others. Luke must take his time and work at the appropriate speed when operating equipment. Luke must also not be in too much of a hurry to get done at the end of his shift. He must take time to get the job done properly and safely.**

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature *Luke Hickman* Date *9-11-17*

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature *[Signature]* Date *9-11-17*