



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 3

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Employee Information

Date: 3/8/2021
 Employee Name: Melbourne Grovesnor
 Job Title: Sanitation Lead
 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)

on Saturday morning at 5:36am 3/6/2021, Melbourne was seen not wearing his goggles while pumping concentrated Bioside out of the barrel inside the Slicing room. Melbourne has been trained on this process as well as all sanitation personnel. Safety goggles are to be worn at all times while working with any chemicals, especially when pumping concentrated chemicals out of barrels. Melbourne was also pumping the Bioside out of the barrel inside the Slicing room that is used for tank #2 and sanitation has been instructed to use the 5 gallon jugs for sanitizer mixtures and the almost empty barrels left in the cage and to not pump out of the barrel inside the room. Both of these have been communicated with Melbourne.

Plan for Improvement:

Melbourne will make sure to wear all of his safety gear when working with chemicals. He is the lead of the Slicing room and needs to be an example for his team on following all safety rules at all times. Melbourne will make sure that all of his team is only using the 5 gallons jugs for the Bioside and only pumping out of the empty barrels inside the cage.

Consequences of Further Infractions:

If further infractions occur, Melbourne will receive progressive Disciplinary Action.

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

Manager/Supervisor

Date

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

Date