



Employee Verbal Counseling Form

Employee Name: **Marcos Mueller**

Date: **March 17, 2026**

Department: **Grinding**

Indicate if: **Coaching/Counseling Session** **Verbal Reprimand**

Summary of incident and/or reason for warning or counseling:

It was observed that you inserted a grinder hook into a running grinder before the auger had come to a complete stop. This action created a potential safety hazard.

Summary of corrective action needed:

The grinder must always be at a full stop before any tools or hooks are inserted.

Following this procedure is critical to prevent injury and ensure safe operation.

The proper steps for using the grinder safely, including:

- 1. Ensuring the grinder auger has completely stopped.**
- 2. Using tools only when the equipment is fully de-energized.**
- 3. Remaining aware of surroundings and potential pinch points.**

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 *Marcos Mueller* Date 3/18/27

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

Manager Signature *David Kauder* Date 3-18-26