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Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 2/3/2020
 Employee Name: Tiberius Momanyi
 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)

On Sunday 2/2/2020, Tiberius Momanyi was cleaning in the Cartonor/MV1 room and was using the chemical Durafoam in a bucket to clean. Tiberius was not wearing his goggles while working with chemicals and the result was foam splashing in his face and left eye. Tiberius received First Aid and then was sent to the ER because he still had irritation in his left eye. A "SCOOP" was filled out for the incident and Tiberius has been trained on the Safety rules and procedures when working with all chemicals.

Plan for Improvement:

Tiberius will wear all of his PPE before working with any chemicals including if other personnel are working with chemicals in the area that Tiberius is working. Tiberius will also be re-trained on the PPE process and the importance of wearing his PPE at all times. Supervisor and Lead will follow up to make sure there is no deviations from procedures.

Consequences of Further Infractions:

If further infractions occur, Tiberius will receive further disciplinary action which may include up to termination.

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.

[Handwritten Signature]

 Employee Signature

02/04/2020

 Date

[Handwritten Signature]

 Manager/Supervisor

2/4/2020

 Date

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

 Date