

Dear _____

Re: Safety non-compliance

On _____ (date) a level _____ (1,2,3) safety non-compliance was reported. A copy of the non-conformance report is attached.

If you wish to dispute the non-compliance report please contact HR within 7 days.

Level 1 non-compliance reports - Compliance requested on the day. No further action required.

3rd or subsequent level 1 non-compliances: removed from workplace to redo training/induction. All further level 1 non-compliances are treated as a level 2 non-compliance

Level 2 non-compliance - Removed from workplace to complete risk assessment on task and/or redo training/induction.

3rd or subsequent level 2 non-compliance: Meeting scheduled with HR, Operation manager and Safety Group Manager All further level 2 non-compliances are treated as a level 3 non-compliance

Level 3 non-compliance - Removed from workplace- non-compliance investigation conducted. Meeting scheduled with HR, Operation manager and Safety Group Manager. Outcome:

- a. safety warning and re-training,
- b. employment warning
- c. or dismissal.

