

SAFETY ACCOUNTABILITY GUIDELINES

MINOR	SERIOUS	MAJOR
An act or action by an individual that is in violation of site identified policies and practices. Potential for serious injury or harm to self or others is low.	An identified unsafe act or action by a team member that has the potential for injury to self or others, or cause damage to product or equipment. Less serious than major.	An identified unsafe act or action by a team member that has the potential for serious injury to self or others, or cause significant damage to product or equipment.
All violations are considered a <i>violation of work rules</i> per the site Team Member Handbook and will be addressed through the progressive disciplinary action process. Failure to meet performance standards may result in disciplinary action up to and including termination.		
Failure to wear identified PPE, including eye protection, hand protection, foot protection, hearing protection, and respiratory protection.	Failure to report any injury, illness or property damage incident within 24hrs of occurrence.	Failure to utilize adequate protective devices when working in high risk areas: e.g. electrical protective equipment; hazardous chemical protective equipment (gasoline, propane, caustics etc.); and fall protection equipment.
Failure to follow the Hazardous Chemical Program, including using unlabeled containers, bringing or using unauthorized chemicals on the site .	Failure to report an unsafe condition.	Failure to comply with Lockout Tagout (LOTO) and the Hazardous Energy Control Program.
Failure to observe warning signs or markings: ignoring or entering barricaded or restricted areas without authorization.	Failure to chock trailer.	Removing, tampering, or by-passing safety devices, including emergency systems, safety interlocks/switches, protective railings or machine guards (other than trouble shooting by authorized personnel).
Failure to maintain a clean and safe work area: boxes, debris on the floor pallets not stored properly; etc.	Improper use of tools or equipment.	Unauthorized use or operation of machinery or equipment e.g. unauthorized use of a PIT, unauthorized work on energized electrical equipment.
Blocking a fire extinguisher, fire hose or electrical panel.	Improper ascending or descending of stairs.	Placing body parts in or near a hazardous point-of-operation without de-energizing the equipment.
Failure to remove a lock or a tag after work is completed.	Failure to meet or follow post-accident obligations: e.g. medical appointments, medical restrictions, etc.	Failure to comply with confined space entry program.
Utilizing LOTO locks for personal use: lockers, tool boxes, etc.		Blocking fire or emergency exits.
Failure to complete a daily Powered Industrial Truck (PIT) inspection check list.		Falsification of safety-related records.
Failure to use proper ergonomic guidelines as described in the site Performance Based Training (PBT) plan.		Failure to comply with cutting and welding safety requirements.
Failure to attend required safety training.		Unsafe use of equipment or machinery.
Failure to inspect and maintain equipment: electrical gloves, tools, face shield, etc.		



Frito-Lay, Inc. reserves the right to implement safety requirements above and beyond what might be recommended. This list is not all inclusive; other issues may pertain.

Safety school may be required depending on the severity of the at-risk-behavior. Reference the site Safety School Program.

Operating a vehicle under the influence of drugs or alcohol will fall under the guidelines of the Frito-Lay Drug and Alcohol Policy.



Acknowledgment of Notification (signature): _____

Date: _____