

# SAFETY VIOLATION REPORT

Reference: Cal/OSHA T8 Section 3203

## EMPLOYEE INFORMATION

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Job Title / Trade:** \_\_\_\_\_ **Jobsite:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_

## VIOLATION TYPE

- Failure to use required PPE
- Failure to follow safe work procedure or permit
- Unauthorized operation of equipment or machinery
- Bypassing or removing safety devices or guarding
- Failure to report injury, incident, or near-miss
- Working under influence of drugs or alcohol
- Failure to attend required safety training
- Horseplay or reckless behavior endangering others
- Entering restricted area without authorization
- Failure to follow LOTO or confined space procedures
- Working at height without required fall protection
- Other: \_\_\_\_\_

## DESCRIPTION OF VIOLATION

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## DISCIPLINARY ACTION

Select	Step	Action	Documentation Required
<input type="checkbox"/>	Step 1	Verbal Warning + Retraining	Documented in employee file
<input type="checkbox"/>	Step 2	Written Warning	Signed acknowledgment, copy to file
<input type="checkbox"/>	Step 3	Suspension: ___ days	Written notice, investigation notes
<input type="checkbox"/>	Step 4	Termination	Final documentation, exit record

*Imminent danger violations or willful disregard for safety may result in immediate suspension or termination regardless of prior history.*

## CORRECTIVE ACTION / RETRAINING REQUIRED

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Retraining Due Date: \_\_\_\_\_

**OSHA PENALTY REFERENCE**

- up to \$25,000 per instance (higher than federal \$\_\_\_\_\_,550) (Labor Code 6429)
- up to \$158,727 per instance (Labor Code 6429)
- per-employee citation (separate violation per employee) (29 CFR 1926.20(f))
- \$16,131 per instance (OSHA penalty schedule 2024)
- up to \$161,323 per instance (OSHA penalty schedule 2024)

**SIGNATURES**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Safety Manager: \_\_\_\_\_

Date: \_\_\_\_\_

*Employee signature acknowledges receipt, not agreement. Employee may attach a written response.*