

**COMPANYNAME**  
**Employee Warning Report**

Employee's Name: \_\_\_\_\_

Date of Warning: \_\_\_\_\_

Project: \_\_\_\_\_

Warning Issued by (print): \_\_\_\_\_

Type of Violation:                     Health and Safety     Other

**Company Statement** (Supervisor's Report):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**Employee Statement** (check the appropriate statement)

I agree with the company's statement.

I disagree with the company's statement for the following reasons. (State below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have entered my statement of the above matter.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to receive a copy of this statement for my records.

PLEASE BE AWARE THAT THIS REPORT WILL BE KEPT ON FILE AT THE HOME OFFICE, AND THE ISSUE MAY BE DISCUSSED AT A COMPANY HEALTH AND SAFETY MEETING IN THE FUTURE.