
	MagLab Safety Disciplinary Policy
EFFECTIVE DATE: 5/22/2013	REVIEW DATE:
REVISION DATE: 3/26/2021	REVISION NO. 001
ISSUING AUTHORITY: Safety & Admin	Approval: NHMFL Safety Director: Jeffrey Braunwart: 

Policy:

The MagLab is committed to protecting the safety, health, and well-being of all employees and other individuals throughout the Laboratory. This policy identifies sensible disciplinary guidelines to promote this culture of safety. All employees are required to complete appropriate safety training and adhere to the safety policies and procedures established by the lab. Employees who willfully fail to follow these procedures and violate a safety standard may be subject to disciplinary action.

The Safety Disciplinary Review Committee will review safety incidents to determine whether a safety policy or policies have been violated. The Safety Disciplinary Review Committee will recommend appropriate disciplinary action to MagLab line management using the guidelines identified in this policy and taking into account the MagLab’s policy that protects truthful self-reporting of all the facts in a safety incident. Line management will carefully consider the recommendation of the Safety Disciplinary Review Committee. The recommendation of the Safety Disciplinary Review Committee will also be presented to the Safety Committee at its next meeting.

Lab Management will work with the Employee/Labor Relations Office or the Office of Faculty Development and Advancement when administering discipline. The disciplining of an employee is a very serious action that is undertaken with care, objectivity and full consideration for the rights and interest of both the employee and the University. Discipline shall be administered in a judicious manner that assures equitable treatment for all employees.

Employees are subject to the constitution and laws of the State of Florida and the rules and regulations of the Florida Board of Governors, the Florida State University Board of Trustees, and the Florida State University. The MagLab Safety Disciplinary Review Committee follows the standards of discipline outlined by Florida State University for issues related to maintaining a safe workplace at the MagLab. These disciplinary standards can be found in the Florida State University Guidelines for Disciplinary Action and the Collective Bargaining Agreement:

Reference:

[Disciplinary Guidelines | Office of Human Resources \(fsu.edu\)](#)

[Collective Bargaining | Office of Human Resources \(fsu.edu\)](#)

Important issues include:

- Violation of safety practices
- Improper or careless use or operation of state property or equipment
- Negligence. Carelessness in omission of, or inattention to, the performance of assigned duties and responsibilities
- Sabotage of safety equipment and/or procedures
- Conduct unbecoming a public employee
- Violation of a provision of law or university rule or policy

Other violations that may result in disciplinary action:

- Lack of full truthfulness regarding a safety incident
- Willful disregard of procedures
- Lack of respect for safety rules and requirements

Safety Disciplinary Review Committee:

The Safety Disciplinary Review Committee consists of both management and non- management personnel. Committee members will serve no more than three years and will rotate out on an alternate schedule so that at no time is there a completely all new committee. The committee will have several members and require a quorum of three for any action to be taken. A representative from the safety department will be a standing member of the committee.