

[WarningDate]

[EmpSalutation] [EmpFullName]

[EmpAddress1]

[EmpAddress2]

[EmpSuburb] [EmpState] [EmpPostcode]

Dear [EmpFirstName],

## **Warning Letter Re: Your Failure to Comply With OHS/WHs Requirements**

This written warning arises from your failure to comply with an occupational/workplace health and safety requirement on [DateReview].

Maintaining a safe and healthy work environment is critically important to Human Resources Focus ('HR Focus'). It is reasonable for HR Focus to expect that each employee will co-operate with HR Focus to achieve safety in the workplace. It is reasonable for HR Focus to expect that each employee will take reasonable care for the health and safety of themselves and other people in the workplace by complying with requirements which have been initiated in the interests of occupational/workplace health and safety.

The following matters concerning your failure to comply with the requirement were raised with you during a meeting on [MeetingDate]:

### **Examples**

You were given an opportunity to give your account of the situation. In summary, your response was as follows:

### **Response**

We have concluded that you failed to comply with the occupational/workplace health and safety requirement and there is no reasonable excuse for that failure. This conduct is unsatisfactory. If there is any further unsatisfactory conduct by you, the disciplinary procedure will be invoked again, and, you may be asked to show cause as to why your employment should not be terminated.

A copy of this warning letter will be retained on your employment file.

Please contact me if you need to discuss the contents of this warning letter.

Yours faithfully,

Owner

## Human Resources Focus