1. **PURPOSE:**
2. **SCOPE:**
3. **DEFINITIONS:**
4. **PROCEDURE:**
5. **RESPONSIBILITIES:**
6. **Training:**
7. **DISCIPLINARY ACTION:**
8. **APPROVALS:**

This policy was reviewed with all shift supervisors and consulted with all employees affected by this policy/procedure. All changes have been approved by the Management team and filed at the time of revision.

**REVISION FREQUENCY:**

This policy will be reviewed annually and revised as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision Table** | | | | |
| **Revision** | **Description of Change** | **Revision Date** | **Effective Date** | **Author** |
| Initial | Initial Release |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |