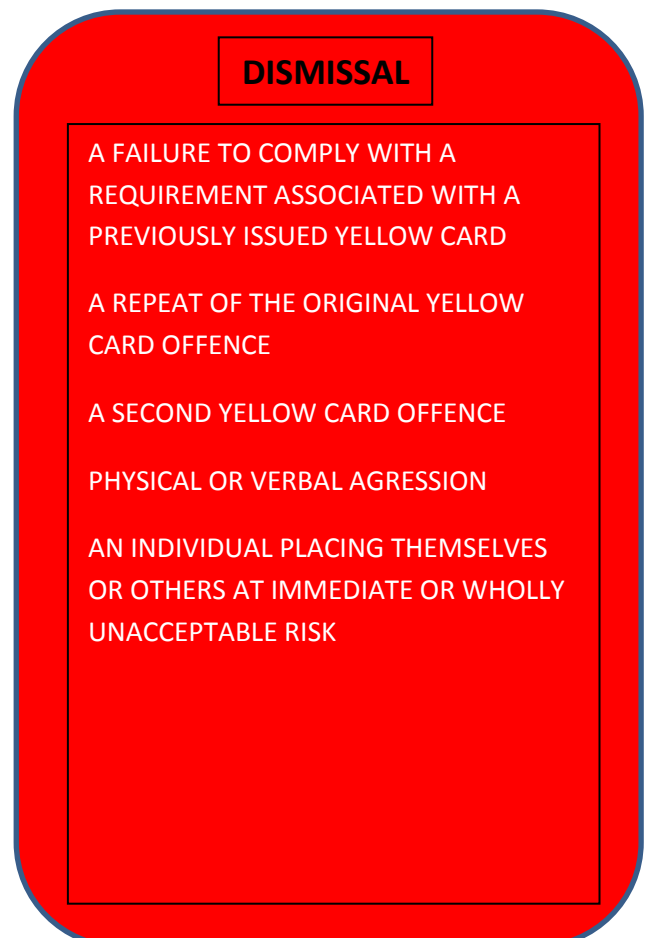
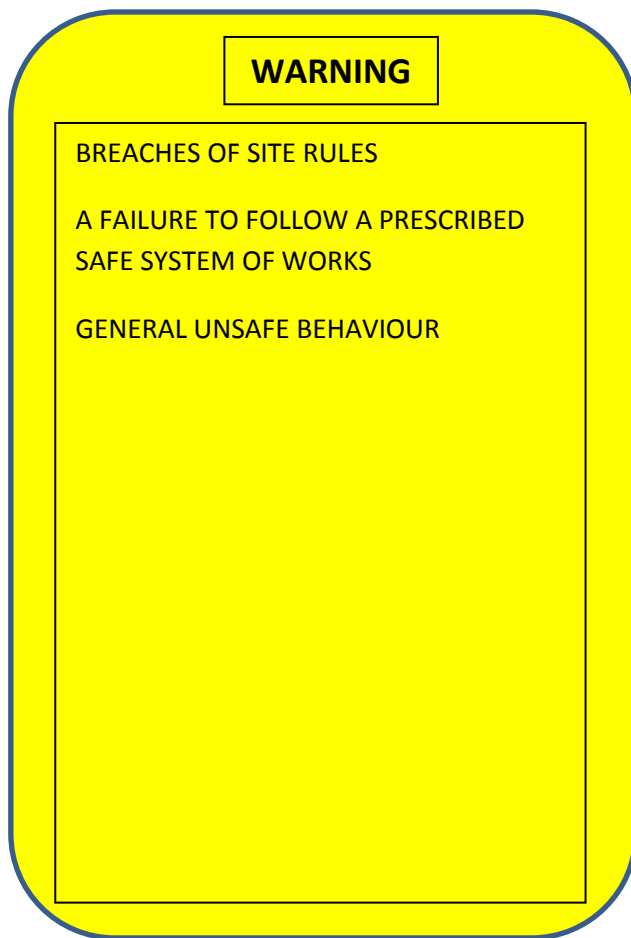


## OPERATIVE YELLOW/RED CARD CONDITIONS

A yellow/red card will be issued to operatives when one of the non-conformances listed below have been identified on site.

Any operative receiving 2 yellow cards within the space of 6 months will automatically receive a red card.

Spotting 3 non-conformances which would prompt a yellow card in one visit will automatically issue a red card.



### Issuing a card

**Yellow card** - Once the non conformance has been identified, ask the operatives to stop what they are doing and explain they will be issues with the card for the qualifying non-conformance. If they can rectify the issue immediately, they can continue with the works, otherwise they will need to stop the works until the issue can be resolved. Record the yellow card in the register and notify the Site Supervisor/Manager and their employer. The yellow card will stay on the operative's record for 6 months from the date of issue regardless of the contractor he/she is working for.

**Red card** – When issuing a red card this should be done ideally with the help of a colleague as the operative may respond aggressively. Upon issuing of the red card, you should ask the operative to provide you with their Axis ID and Hi-Vis vest which should be taken back to the site office.

The record should be updated to show the newly issued red-card and the individual should not be allowed to work on any Axis sites in the future on behalf of any contractor.

### **ORGANISATION YELLOW/RED CARD CONDITIONS**

A yellow/red card will be issued to contractors when one of the non-conformances listed below have been identified on site.

Any contractor receiving 2 yellow cards within the space of 6 months will automatically receive a red card.

Upon issuing a card, the contractor should be called in for a discussion in order to identify the issues and put a plan for improvement together. The meeting should take place within 1 week of the yellow card being issued and an Axis Contracts Manager should also attend.

#### **WARNING**

ONE OF THEIR OPERATIVES BEING ISSUED WITH A RED CARD

NOT COMPLYING WITH A PREVIOUSLY ISSUED YELLOW CARD

NOT PROVIDING SITE DOCUMENTATION (BEFORE AND AFTER WORKS COMPLETED)

FAILING TO PROVIDE AND ADHERE TO A SAFE SYSTEM OF WORKS

#### **DISMISSAL**

BEING ISSUED WITH 2 YELLOW CARDS

BREACHES OF LEGISLATION WHICH COULD LEAD TO THE SERIOUS INJURY OR DEATH OF ANY PERSON AS A DIRECT RESULT OF THEIR WORK

Before issuing a red card, the Divisional Director should be informed of the reasons for the issue of the red card and he/she should have the final decision regarding the implementation of the card.

When a red card gets implemented, the contractor is to cease all works on Axis sites, return all Axis ID's, Corporate Clothing and Hi-Vis, any payments due will be suspended until they can comply with the requirements.

### **Appeals Procedure**

An individual/organisation may choose to appeal against the issuing of a yellow/red card. The grounds for appeal are:

- Against the facts; or
- Against the decision.

The individual/organisation must lodge an appeal, in writing, to the relevant Axis site manager, within 2 working days of the yellow/red card being issued.

The appeal shall be heard by the next higher level of management not previously connected with the case:

- Within 5 working days of the appeal being lodged; or
- At a later date by agreement.

The individual/organisation will remain yellow/red carded until the appeal has been heard.

The manager hearing the appeal shall inform the individual of the arrangements for the hearing (e.g. date, time, location, who will be present and their right of accompaniment) and ensure any relevant records are available and reviewed prior to the hearing.

### **Appeal Hearing**

The manager hearing the appeal shall determine whether the appellant is appealing on valid grounds.

The manager hearing the appeal shall listen to the appellant's evidence and make the final determination re outcome.

Where new evidence arises during the appeal the appellant shall be given the opportunity to comment on that evidence before it can be taken into account by the manager hearing the appeal.

The manager hearing the appeal may adjourn the hearing to investigate or consider any new evidence or points raised.

The manager hearing the appeal shall confirm in writing the outcome of the appeal. Three options are available:

- Uphold the original decision;
- Reduce the severity of the original decision; or
- Overturn the previous decision.