Formative Assessment 8

1. Complete the following warning form:

Karel Pieterse had been given a verbal warning once before to keep the safety gates up which surround a giant bar-cutting machine in the special-order metal department.

Other workers passing on the walkway near the cutter could be injured if the cut bar kicked out even half a metre.

Yet, once again the gates are down. Veronica Maake, Karel’s supervisor, tells him, “Karel, I’ve warned you about the safety gates before. This time I’m going to give you a formal reprimand.”

When she gets back to her office, she begins filling out the form below. Fill in what she writes:

**Department:**

**Name of employee:**

**Supervisor:**

**Date and time of offence:**

**Date of warning:**

**Nature of violation:**

Production delay Safety violation

Material wastage Administrative violation

**Description of violation:**

**Terms of the warning:**

**Valid for:**

**Action required to rectify the situation:**

**Consequences of failure to take heed of this warning:**

**Comments:**