



**Hotwork-USA**  
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January 3, 2013

FROM: Kari Evely – Safety Coordinator  
TO: All Hotwork Technicians  
RE: Safety Training & Physical Expirations

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To All Technicians of Hotwork:

Please be advised that effective February 1<sup>st</sup>, a monetary penalty will be in place for those actively working as technicians who fail to complete their annual refresher safety training by their expiration date. You will be subject to a \$100 fine per week that your training is expired, and this money will be taken directly out of your paycheck.

The same penalty will be in place for those who fail to renew their

- Biennial (every two years) Company Physical
- Annual Respirator Fit Test & Pulmonary Function Test
- Annual Audiogram
- D.O.T. Physical

You will receive a minimum of one notice from me (my time permitting, I will try and send two) concerning each expiration, and if you fail to complete the necessary requirements, you will be notified that the weekly fine is being activated.

This fine system is not meant to rob you blind, but rather, it is meant to keep us in compliance at all times with the laws and regulations we work under, and to preserve the integrity of our own company policies.

Also, I understand that sometimes emergencies pop-up and it is not always possible to keep a medical appointment, or to complete online safety training on the day or two that we set aside to do it. If something like this keeps you from meeting your completion date, give me a call and explain the situation, and I will be happy to work with you. But if I don't hear anything, you'll be receiving a notice that the weekly fine is being enacted until your requirements are met.

If you have any questions or concerns, please let me know.

Thanks,  
Kari