

WHEN ARRIVING ON SITE...

Make sure you have parked sensibly, then ask yourself:

Does the site match the job instruction? Cross check the details:

- Is the date correct?
- Is the work address the same as is on site?

If different, contact your Line Manager

Road Surfaces:

If it is a new road surface, contact your Line Manager BEFORE you dig.

Before starting work, ask yourself:

Can you finish the job within the time limits allowed?

- Check street sensitivity
- Have we considered pedestrian needs?
- Wheelchairs, the visually impaired etc.

One Notice - One Street

If you need to extend the works into a different street DO NOT start without contacting your Line Manager for permission to extend excavation.

Keep in Touch

Remember to keep in contact at ALL stages of the job i.e:

- EXCAVATION • BACKFILL • REINSTATEMENT

Communication is key to a successful job and helps the company AVOID FINES!

Special Surfacing

Provide information on what size the reinstatement will be and what surface type it is. Ensure that you record and report hole sizes and finishing surface material as soon as it is known. *Note: Take particular care of special surfacing.*

Interim / Permanent

Ensure you give correct information on status of job closure.

- **Interim Reinstatement** means we have further work to do to complete the reinstatement to a permanent standard.
- **Permanent Closure** (preferred option) means no return visit is necessary.

Site Clearance

Leave the site clean and tidy and ensure the company avoids fines!

ENSURE: NO SIGNS, BARRIERS, SPOIL OR MATERIALS REMAIN ON SITE.

