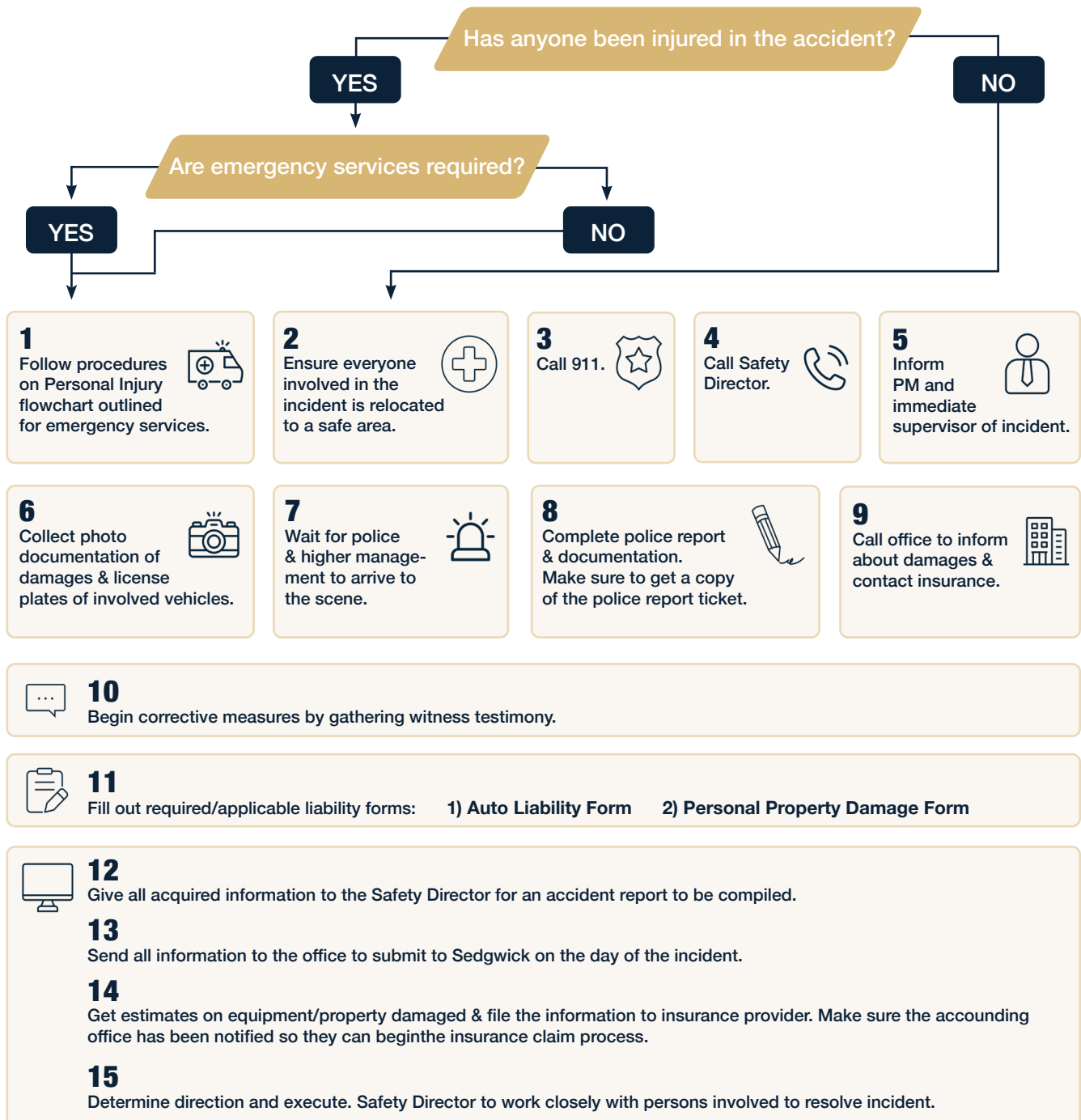




SAFETY RESPONSE GUIDE

AUTO CLAIM / PERSONAL PROPERTY DAMAGE





SAFETY RESPONSE GUIDE

PERSONAL INJURY





SAFETY RESPONSE GUIDE

UTILITY DAMAGES

In the case of utility damage:



1

Make area safe. Wait for upper management to arrive.



2

Call GC, PM, & Safety Director immediately to inform of incident.



3

Call office to inform of incident.



4

Call utility provider & inform of incident. Obtain Miss Utility number for job that should have been called in.



Miss Utility VA & WV: (800) 522-7001

5

Safety Director or PM to gather witness testimony & photo documentation.



6

Person involved in incident to fill out an incident report.



7

Begin corrective measures. Gather estimates for the cost of the damaged property.



8

Review accident & work with property owner to resolve.

