

S 250 - UTILITY CLAIM DAMAGES

Policy:

If any Employee or subcontractor damages a public utility line it must be reported immediately.

Procedure:

When damage occurs the Utility Claim Damage form must be filled out by the supervisor or the foreman immediately following damage to a utility cable.

This is to be completed whenever a utility is damaged.

Please be sure to answer every question as fully as possible.

After the form has been completed, please send it to the Safety Officer so that it can be kept on file.

It is important that this be completed as soon as possible after the damage occurs so that the report is accurate when billing is received from the utility company.