

Procedure for Jobs –Supervisors

Pre Job-

- Get Job details
- Get location, start date and job contact info
- Get contact list from office- hotel, machines and employees
- Get travel information- flights etc.
- Grab blank start cards, machine inspections and any other forms
- Get time line for project

Start of job

- Introduce yourself on-site as main contact. Get your contact information for emergency
- Do a walk around and pre-inspect for hazards
- Safety meeting with all the employees and expectation talk
- Confirm all employees are ready and able to work.
- Explain time line to employees and must be followed

During Job

- Send daily report to office and Bobby (might have to send copy to contractor)
- Send daily pictures to office and Bobby (again maybe also contractor)
- Fill out start cards daily
- Fill out machine inspection forms daily
- Fill out daily time cards – send to office at the end of each week.
- Once a machine is not needed- call off- get confirmation number and call the office.
- Follow time line. Need to explain if falling behind

Job closing

- Call office to book flights
- Call off all machines – get confirmation and call office
- Call off hotels – get confirmation and call office
- Send copies of all receipts to office
- Send copies of last time card
- Provide office with all start cards and machine inspections forms – if needed mail
- Provide all original time cards to office – if needed mail
- Provide office with all original receipts – if needed mail

Supervisor signature_____

Bobby Signature_____

Date_____