1. **JOB SITE POLICY:**

A. Should a problem arise on the job site, and you cannot begin work, contact your supervisor or manager. Workers will be instructed either to return to the shop or go to the next job.

B. Once work begins at a job site, employees should remain in the work area, carrying out their job assignments. Employees should not leave the assigned work areas without approval from the supervisors or the individual in charge of the job. Leaving the job site or work area without approval subjects an employee to disciplinary action.

C. Engineering and Facilities Unit personnel should not go into other areas around an assigned job site unless it is essential to carrying out the job assignment.

D. The proper use of safety equipment (safety glasses, dust masks, gloves, goggles, etc.) is required on the job site.

E. Going through desk drawers or using equipment belonging to others without permission is prohibited. Telephones should be used only after receiving permission from the occupant at the job site.

F. Use drop cloths and/or plastic sheeting to protect floors, equipment and desks. All job sites must be kept clean and in as orderly fashion as possible. At the end of the working day, the mechanic in charge will inspect the job for cleanliness and possible hazardous conditions.

G. Personal radios, newspapers, etc. may be used only during lunch periods and in a manner that will not disturb others. Radios, offices, computers, and other items belonging to others may not be used.

H. Materials and tools must be secured in the work area or collected and returned to the shop at the end of the work shift unless otherwise authorized by the foreman. Special awareness and care should be used to secure tools and supplies when working around patients, children and visitors.

I. Before leaving the job site, ask if there are any other items that may need attention.

J. The shop foreman and/or lead mechanic should look at the work request and contact the next shop that has work responsibility at the site in order to give them sufficient time to schedule the work. Communication and coordination of work are extremely important.
2. **JOB SITE POLICY PROCEDURES:**

   A. An inventory of the materials and supplies needed to complete a job must be drawn from the Storeroom before traveling to the job site. Additional materials or supplies should be requested from the supervisor as needed to complete the job. Materials and tools should be issued and delivered to the job site in the most efficient manner. Employees are expected to use good judgment in estimating and requesting materials and supplies. Making frequent trips to the Storeroom simply to kill time will not be tolerated and will subject an employee to disciplinary action up to and including termination.