

OUTSIDE PLANT - GENERAL PUBLIC RELATIONS

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1. PUBLIC REGULATIONS

1.01 Comply with public regulations at all times.

2. CONDUCT OF WORK

2.01 Conduct all work in such a way as to guard against:

- (a) Accidents to employees or the public.
- (b) Damage to property. Avoid damage to fences, lawns, shrubs, trees, gardens, cultivated ground, etc. Where necessary to remove sod, handle and replace it carefully. Where necessary to excavate through lawns, place the excavated material on tarpaulins or canvas to prevent damage to the lawn. Use special care in transporting tools and materials over lawns or seeded ground to avoid damage. Where necessary to move a loaded **dinkey, trailer, or truck over private property where there is a possibility of ruts resulting which would be objectionable, lay a runway of planks. If any property is damaged by telephone employees, the matter should be reported at once to the supervisor.**
- (c) Interference with traffic. Protect the public and employees where work is to be done in a location where there is a possibility of accident from passing traffic. Where necessary, place warning signs, guards of rope or timber, or station workmen to warn the public of possible danger. Place red lanterns or other approved warning lights at night on all obstructions to traffic.

2.02 Avoid unnecessary noises at all times, particularly in localities where quiet prevails and upon private premises.

3. AVOIDING ANNOYANCE TO THE PUBLIC

3.01 Avoid annoying the public by frequent visits or passing through private property. When entering a built-up block through private property, for example, collect all the necessary materials and tools and take them in at one time.

3.02 In parking motor vehicles and construction apparatus, and storing bulky materials, cable reels, etc., cause as little inconvenience and interfere with traffic as little as possible. Do not obstruct access to private property.

4. CONDITION OF COMPLETED WORK

4.01 When a job is finished, leave the premises in good order, and in as clean condition as they were when the work was started. Remove and properly dispose of any scraps of material.

5. COMPLIANCE WITH CUSTOMER'S WISHES

5.01 In carrying on the work, endeavor to comply with the stated wishes of the customer or property owner, in so far as practicable. If, however, the customer or property owner requests that the work be done in a way that is not in accordance with standard practices, explain to him the recommended standard practice, and endeavor to obtain his approval of the practice. If he is not agreeable to having the standard practice followed, discuss the matter with your supervisor.

6. WORKING ON PRIVATE PROPERTY

6.01 While working on private property, interfere as little as practicable with the occupants of the premises or their activities.

7. AVOIDING CALLS THAT MIGHT BE CHARGED TO CUSTOMER

7.01 If there is occasion to telephone the office or call an official number, explain to the customer that there will be no charge made for such calls.

7.02 Do not make calls from a private telephone which will involve a charge against the customer.