

NOVEMBER  
2005



Phoenix Crane Rental ❖ Dixie Erectors ❖ Northeast Georgia Crane

# The "Booming" News

## Birthdays...

Bill McCord	11/03
Karen Barton	11/05
Whitney Foster	11/05
Saul Martinez	11/06
Modesto DeLaTorre	11/08
Andres Ramirez	11/11
Jose Luis Martinez	11/15
Cisco Perez	11/15
Billy Tant	11/21
Rick Cope	11/24
Steve Hood	11/26
Darin Inman	11/26
Job Garcia	11/28
Rafael Perez	11/28
Patrick Mosso	11/28
Rafael Perez	11/28
Isel Martinez	11/29



## Employment Anniversaries...

Mike Phillips	11/03	20 years
Doug Todd	11/30	17 years
Luis Juarez	11/10	5 years

## Just a reminder...

- ❖ Use of nylon slings & straps are prohibited on wooden trusses!
- ❖ With the winter weather approaching, remember to drain your air tanks on a daily basis!

**\*\*BE SURE TO HAVE YOUR TOWING RELEASES! \*\***

## Holidays...

Phoenix/Dixie/NEG Crane provides the following five (5) paid holidays per year for all full-time employees who are eligible following their designated waiting periods (90 days for Phoenix/NEG Crane & Dixie) :

- ❖ New Year's Day
- ❖ July 4th
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Christmas Day

In order to receive payment for a holiday, you must work your regularly scheduled hours before and after the holiday unless on approved vacation or leave of absence.



# HR BULLETIN

THE Source for Employee Benefit Information  
From: Isel Martinez, HR Manager

## **All Phoenix Crane Employees**

### ***On Daily Crane Checklists:***

Please write your name legibly.  
It is only necessary to complete **ONE** Daily Crane Checklist per week.  
You must turn one in every week.

### ***On Timesheets:***

Please total up all your hours on your time-sheets.  
If you do not get your yard time signed, you will **NOT** get paid for those hours.

## **Thanksgiving Holiday**

The week of Thanksgiving payroll will run as normal. Wednesday turn in your time for processing that afternoon. However, checks will NOT be delivered to our office until Friday morning. The office will be open at least until noon on Friday, so if you need to pick up your check, please do so before noon. (It is not too late to set-up Direct Deposit for that weeks payroll. Please see Kris, Karen or Isel for the form to set it up).



Also, please be reminded of our holiday pay policy which states:

*In order to receive payment for a holiday, you must work your regularly scheduled hours before and after the holiday unless on approved vacation or leave of absence.*

## ***Reporting Conditions...***

- ❖ Power lines within 20 feet of crane
- ❖ Tree workers ask to be hoisted on load line
- ❖ Crane undersized for job
- ❖ GC workers performing unsafe acts around crane
- ❖ Working near a trench or slope
- ❖ Hoisting of Personnel/Man Baskets
- ❖ Lack of adequate cribbing for outriggers

### **SAFETY CONTACTS**

Rick Baker  
(770)330-2603

Keith Badey  
(404)433-1260

Mark Beverwyk  
(678)296-9062



## ***ATTENTION ALL EMPLOYEES:***

Scott Phillips will be installing video surveillance of the yard and front gate area to ensure the safety of personal belongings and property.

Remember that the video surveillance will only view the thieves in action but won't stop them. Make sure you lock the doors to your vehicles and cranes.

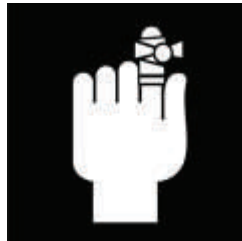


## ***ACCIDENT REPORTING PROCEDURES***

If you are involved in a workplace accident you are required to notify your supervisor immediately. If a supervisor is not present, call Margaret Perez at the office (404) 696-1522 or Rick Baker (770) 330-2603.

All accidents will be reported to the office in writing, on an Accident Report, to be completed by your supervisor.

If you require medical attention for your injury you will be shown a Panel of Physicians in which you may choose a



doctor of your choice for initial treatment. If your injury is life threatening or deemed serious then you will be taken to the nearest emergency room for treatment.

If injuries are not reported immediately, the company will not authorize the claim. If you are not sure if you are injured, or if it seems minor, an Accident Report must still be submitted to document the occurrence.

If you are injured and do not report your injury to your immediate supervisor or Rick Baker/Margaret Perez and seek medical attention without the company's knowledge than you will be personally responsible for all medical claims.