

Michigan
Gutters, Inc

LET'S GET
SPOOKY



In The Gutter



October 1st, 2024



Atta Boys from September

Congrats to our August winner - Steven Fitzek!

Michael, Nolan & Mitch - Oven Job

Blake & Tim - Marin Job

Jason J & Damon - Louis Job

Mark & Steven Fitzek - Hagan Construction Job

Gordon & T - Molby Job

Nick, Mitch, Steven Flinn - Hogan Job

Nick & Steven - Doug M Job

Blake & Tim - Hucek Job

Nick & Steven Flinn - Graft Job

Mark & Steven Fitzek - Burger Job

Jason J, Adam, & Joe - McGlynn Job

Reminders

Always add the foreman meeting and safety meeting to your calendars!

ADD PICTURES TO ALL OF YOUR JOBS!

The Saturday Incentive bonus is back!!

ALWAYS double check you have all your material before leaving the shop (see do's and don'ts for more details)

Birthdays and Anniversaries

10/9 - Happy Birthday Eli!

10/10 - Thank you for 10 years of service Roger!

10/10 - Thank you for 2 years of service Nick!

10/13 - Thank you for 7 years of service Heather!

10/16 - Happy Birthday Nolan!

10/24 - Thank you for 4 years of service Blake!

10/31 - Happy Birthday Steven Flinn!

See you all at the Fall Party on 10/13 at 1pm at the Civic Center in Traverse City!

Saturday Incentive is back! 9/14 - 11/30 you'll be eligible to earn a bonus.

Work 12 of the 12 Saturday's and meet eligibility requirements \$1500.00

Work 9 of the 12 Saturday's and meet eligibility requirements \$1000.00

Work 6 of the 12 Saturday's and meet eligibility requirements \$500.00

Work 3 of the 12 Saturday's and meet eligibility requirements \$250.00

Already in place:

\$2 an hour shift premium if scheduled jobs are complete or an 8 hour shift is worked.

Can "bank" Saturday hours so more vacation time is available.

To be eligible:

Can not accrue more than 2 attendance points during this time period.

Must complete all scheduled jobs or work an 8 hour shift.





Safety Meeting Recap

Digging and Trencher Training



TRENCHER SAFE OPERATING PROCEDURES

Pre-Trenching Requirements

- Prior to operating any trencher, the following requirements must be met:
- All underground utilities must be identified and marked by utilizing the local "One Call" system or equivalent to notify all owners of underground utilities of your intent to dig or trench.
- All required permits must be issued

Pre-Use Requirements

- Prior to utilizing any ride-on or walk-behind trencher, the following guidelines must be followed:
- The operator's manual for the specific machine that you will be operating must be available with the machine and reviewed prior to use.
- Pre-Use inspection consisting of the following items must be completed
- All warning labels must be in place and legible
- Verify that all guards and shields are in place c) Verify that the digging chain is in safe operating condition – chain is tight, and teeth not worn
- Check all fluid levels prior to start up
- Verify that all controls are properly marked and that they function properly

Minimum PPE Requirements

- The following is the minimum PPE requirements while operating any trencher:

- Hard Hat
- Safety Glasses
- Steel toed footwear
- Hearing protection
- Gloves

Operating Procedures

- Follow these guidelines for safe start-up and operating procedures:

- Place all controls in the neutral position
- Verify that parking brake is engaged
- Adjust throttle half-way or to designated start-up position
- Start machine and observe for any fluid leaks
- Release the parking brake
- Position trencher in-line with planned trench location and route
- Lower the trenching boom to just above ground level
- Engage the digging chain
- Increase the throttle to full power or desired speed
- Slowly lower the digging boom to the desired trenching depth

- When trenching is complete:

- Decrease the throttle
- Raise the digging boom to the top of the trench
- Disengage the digging chain

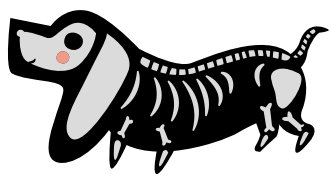
- Safety Precautions

- Avoid making sharp turns while maneuvering the machine
- Keep all non-essential personnel at least 6 feet away from the trenching operation
- Avoid operating the machine on slopes if possible 4) Be aware that underground debris such as rocks, roots, etc. can cause the machine to kick up
- If an object gets lodged in the digging chain, stop and reverse the chain direction.
- If the object must be manually removed, disengage all moving parts and turn the machine off.

**Foreman meeting
to be held on 10/8**

**Safety Meeting to
be held on 10/22**





Do's and Don'ts



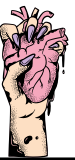
DON'T leave open areas of armour guard. DO always double check all work before leaving.



DO double check you have all the material for your job before loading and leaving the shop. You should be filling out the Pre-trip Checklist for every job while loading your material into the trailers to assure nothing is missed

Job forms	
Change Form - Approval	>
Not filled	
Job Complete Form to be filled out (WIB)	>
Not filled	
Pre Trip Checklist	>
Not filled	

DO always add pictures to your notes in Jobber!



HR Corner

Punctuality and Attendance Policy



All days off are to be requested via the employee website. Each request will need to be authorized prior to use. You will receive a return email indicating that your time off has been accepted and scheduled for if denied, and explanation will be provided.

During the RED season only (1) foreman will be allowed off at a time. Time off will be authorized on a first come, first serve basis (maximum of one year in advance). **You must have paid time off available to take a day off in the RED season to be approved.** *Authorization may be provided in extenuating circumstances.*

You can read the full policy on our website or by clicking **here**





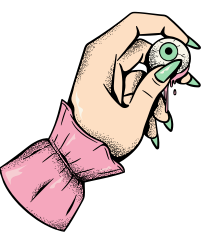
Get To Know The Crew



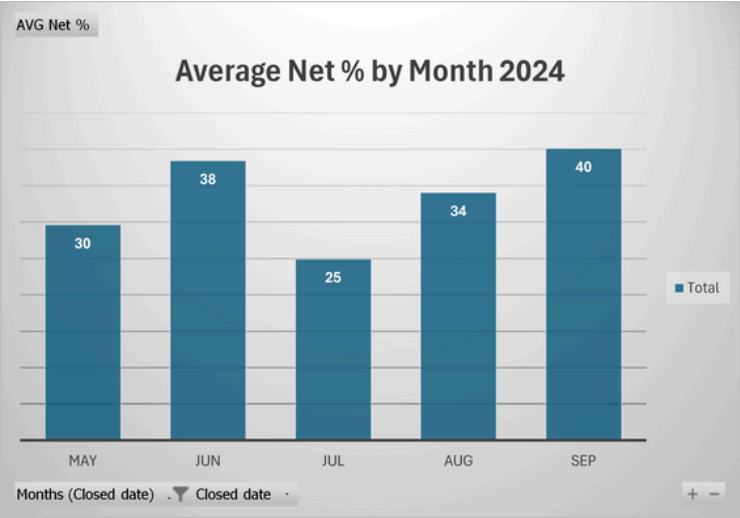
This month's spotlight is on Lyndon!



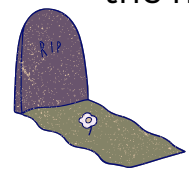
Lyndon was born in Louisville, KY and raised in Rensselaer, IN with his sister Jaci. He and his wife, Brittany, have 3 dogs - Grunt (mutt), Jezebel (dachshund) and Briston (a jack terrier mix). Fun fact - they kept their marriage a secret because they thought it would be funny revealing it to everyone. The next day, he deployed for 10 months with the Army. He has been with the Army for 11 years now! In his free time he enjoys lifting, playing video games, watching movies, swimming, and having some drinks. He's won an amateur men's physique in an INBA PNBA competition. While still enlisted, Lyndon joined the MGI team and we are grateful to have him! Thank you for your service to our country Lyndon!



Let's Talk Numbers



The graph above shows the average net percentage of profit from May through September. As you can see, it has been low. Your time, extra material (you should ALWAYS call the estimator to get prices on material not on the bid), and extra trips out to the job will make a HUGE difference on these numbers. For example, you leave a job at 4:30pm letting Tiffany know you need a few more hours, and go out the next day and are done in 45 mins - you will have your drive time both days dragging down the percentage of the job.



Mental Health Corner

Sober Tailgating

Successfully navigating through events traditionally associated with drinking requires planning to prevent relapse. The more safeguards you put in place, the more time you will have to distract, delay, and divert yourself from using. We've gathered some ideas that can help you stay sober during tailgating season or at any social gathering where alcohol will be part of the celebration.

[Tips & Techniques for Staying Sober](#)

The Different Faces of Depression

Depression is one of the most common health conditions, with over 300 million experiencing depression worldwide. It affects people of all ages, ethnicity, race, gender and income levels. Although there are common symptoms, depression can look very different depending on age and other factors. Learning to recognize depression symptoms is an important first step toward finding help when you or someone you care about is struggling.

[Understanding Depression Resources](#)

