Cactus Insurance

Holiday shutdown checklist

Lock up before the break. Print it, tick it off, pin it up at the yard.

Yard, shed and office

- [ ] Doors and windows locked
- [ ] Gates and fences closed
- [ ] Alarm on and lights set
- [ ] Valuable gear out of sight from the street
- [ ] Spare keys with someone you trust

Ute, van and trailer

- [ ] Parked locked, or somewhere well lit
- [ ] Keys inside, not in the vehicle or on site
- [ ] Tools out of the vehicle where you can
- [ ] Photos of each vehicle before the break

Tools and gear

- [ ] Stored away in a locked shed or container
- [ ] Photos of your gear
- [ ] Tool register up to date

The site

- [ ] Gates closed and locked
- [ ] Materials and equipment put away
- [ ] Anything that could be moved or taken put away
- [ ] Site contact details left with your crew and your client

People and contacts

- [ ] Who is on call written down
- [ ] Key phone numbers written down
- [ ] Crew and clients told when you are back

On call _____

Phone _____

Back on _____

General information only. It isn't personalised advice. Talk to a broker about your situation.
Cactus Insurance Limited, FSP No. 574787

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