



toirma.org

TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

# RISK REMINDER

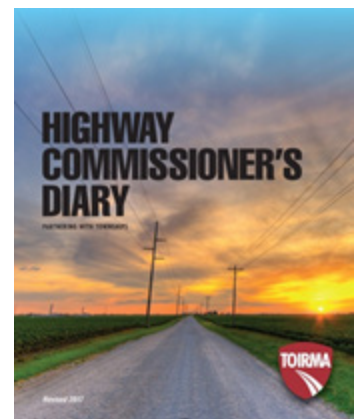
## Warning Signs



**Place all temporary Road Construction and Warning Signs where needed. Please DOCUMENT! DOCUMENT! DOCUMENT!**

When documenting in the Highway Commissioner's Diary, at a minimum, please include the following:

- How/When notified of the situation
- Time of sign placement
- Location of sign
- Take a photo
- Subsequent daily inspections (a temporary sign should be inspected and documented every 24 hours)



For more information, contact your Loss Control Consultant at (800) 252-5059, ext. 1387 or 1384.

CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7