

Safe Work Procedure

Utility Locations/Clearances

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Vehicle or property damage Serious injury/death	Steel toed boots Eye protection Hand protection Hi Visibility Reflective Vest	

Safe Work Procedure:
<p>1 The appropriate supervisor requiring/requesting locates is to meet the utility owner's representative on site in order to discuss and review the entire work area for which locates are being requested</p> <p>2 The supervisor in charge of the work will obtain a copy of all locates for the entire work location.</p> <p>3 The supervisor/foreman will review with the equipment operator all locates for the work site. A physical inspection (walk around) the entire site with the operator in order to specify all located utilities or services</p> <p>4 Any specified requirements of the utility owner with respect to hydro excavation, all underground utilities/services that have been located and marked will be hydro excavated perpendicular to the utility service at a point of crossing to be a minimum of 1 meter from either side of the utility/service markings.</p> <p>5 After the supervisor has completed the site inspection with the operator, a copy of the locates is to be provided to the operator and kept in the equipment at all times</p> <p>6 Once any excavation or soil disturbance begins, the operator must not be left alone. A spotter must be present at all times</p> <p>7 Hand digging (soft exposure) will occur to expose the utilities/services when nearing the expected depth of the hydro excavated utility/service</p>

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 2.1 Safe Work Procedures 4 General Workplace Requirements 6 Personal Protective Equipment 16 Machines, Tools and Robots	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years Reviewed By Worker Rep/ WSH Committee: Date:
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