

Avoiding Accidental Contact with Electrical Utilities, Above & Below Ground, while Excavating on University Property

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1.0 OBJECTIVE:

- 1.1 To reduce the possibility of personal injury resulting from contact with utility energy sources especially electrical conductors during excavation activities.
- 1.2 To reduce the possibility of property damage and inconvenience associated with accidental damage to such utility services.

2.0 SCOPE:

- 2.1 This procedure will apply to all University personnel and outside contractors who may have occasion to use manual or mechanical means to perform excavation work on campus.

3.0 RESPONSIBILITY:

- 3.1 The departmental manager will assume responsibility for implementation of this procedure within the department. The final responsibility for ensuring that the procedure is followed in the workplace rests with the immediate supervisor.
- 3.2 Persons coordinating excavating work with outside contractors shall ensure that contractors are aware and follow this procedure.
- 3.3 All University employees having occasion to perform excavating work on campus shall follow established procedures.
- 3.4 The Project Design and Drafting Office shall keep up-to-date plans showing the location of underground utilities on campus for ready reference.
- 3.5 Any agency, contractor, or University department installing underground services shall ensure that plans of such installation are supplied to the Project Design and Drafting Office on completion of the project.

4.0 PROCEDURE:

4.1.0 Location Check

- 4.1.1 Prior to undertaking any excavation on campus, the person in charge of the project shall consult with the Project Design and Drafting Office to determine if any underground utilities are located in the planned excavation area.

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- 4.1.2 Determination shall be made by consulting with appropriate site plans that are kept in the Project Design and Drafting Office.
- 4.1.3 Further cross-reference checks can be made with sections having information on specific utilities; e.g., Electrical, Plumbing, etc., in situations where information may not be complete.
- 4.1.4 If utilities are suspected and there is no information provided, appropriate detection instruments shall be used to assist in location.

4.2.0 Excavation

- 4.2.1 All excavation activities shall be undertaken with due care and caution even in areas where no utilities are indicated or suspected.
- 4.2.2 Excavation must stop should unsuspected piping, conductors, or warning indicators (tape, cover boards, etc.) be encountered. All such incidents shall be reported immediately to the supervisor.

4.3.0 Overhead Electrical Utilities

- 4.3.1 Due care and attention shall be given to overhead power lines and a distance of 5.5 m maintained between workers, machinery, and power lines as required under O.H.S. Regulations.
- 4.3.2 Mobile equipment operators are not permitted to operate equipment without first having completed a safety training program on power line hazards as prescribed by the O.H.S. directorate.

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