

# Ground Disturbance Checklist

**\*\*This checklist is considered void if the scope of work changes.**

Date: \_\_\_\_\_ Location: \_\_\_\_\_

One-Call/First-Call Confirmation #: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Description of Work: \_\_\_\_\_

1. Have you confirmed all underground facilities in the work area and access route by contacting and/or reviewing the following?

Yes N/A		Yes N/A		Yes N/A		Yes N/A	
One Call	<input type="checkbox"/> <input type="checkbox"/>	Sewer/Water	<input type="checkbox"/> <input type="checkbox"/>	Telecommunications	<input type="checkbox"/> <input type="checkbox"/>	Power	<input type="checkbox"/> <input type="checkbox"/>
Gas	<input type="checkbox"/> <input type="checkbox"/>	Land Titles	<input type="checkbox"/> <input type="checkbox"/>	Rural Municipality/County	<input type="checkbox"/> <input type="checkbox"/>	Landowner	<input type="checkbox"/> <input type="checkbox"/>
Area Operators	<input type="checkbox"/> <input type="checkbox"/>	Maps/As-builts/Plot Plans	<input type="checkbox"/> <input type="checkbox"/>				

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
|  | Yes                      | No                       | N/A                      |
| 2. Have all known underground facilities been clearly marked? Do the physical markings match the provided drawings?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are there any signs of unmarked facilities? (i.e., signage, manholes, sunken trenches, vent pipes etc.)   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <i>*If signs of other facilities are noticed, it is recommended that a 2<sup>nd</sup> party instrumented line locate is performed.</i>                           |                          |                          |                          |
| 4. Do you understand all the safety conditions provided by the facility owners?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have applicable agreements and/or access approvals been obtained and have the companies been notified prior to starting?                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>*Agreement requirements vary between regulators &amp; companies, please contact each company to confirm their requirements.</i>                               |                          |                          |                          |
| 6. Do any underground facilities require hand exposure prior to mechanical excavation as per company requirements, agreements, and regulations?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Has an on-site meeting been conducted to review the job scope and all applicable documents?   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 8. Has everyone been made aware of any overhead or above ground hazards?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are emergency plans and contacts in place (i.e., nearest hospital, emergency contact numbers etc.)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Has a barrier or fence been made available on site, if required?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>*A barrier or fence may be required to protect public/animals from an open excavation, or to prevent an excavation from encroaching into a specific area.</i> |                          |                          |                          |
| 11. Have all back-fill inspection requirements been arranged?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Signatures

I have reviewed and understand all relevant documentation of this job. I feel comfortable that all elements in a safe proper excavation have been addressed.

Name	Signature	Job Role	Date

## Reference Information

1. Currently not all underground infrastructures are registered within the One-Call system. Verification of all underground infrastructure is required prior the excavation commencing. Contacting the area water, sewer, gas, telecommunication, and power can assist in ensuring all these possible infrastructures have been identified. Contacting the landowner and Rural Municipality or County, and companies/operators in the area who may be able to provide any insights to their knowledge of any other underground infrastructure.

3. a) Visual Inspection – a visual inspection is completed to look for any indications of previous excavation or possible underground infrastructure. Person(s) should look for things such as but not limited to crossing signs in road allowances, visible difference in vegetation growth, visible cut line in trees/brush, depressions, or humps.

b) Instrumented Line Locate – a technique using electronic locate equipment to perform a thorough search of a work area to identify any facilities which may not be known about or located via a normal one-call locate request.

5. Written agreements/permits – could include but are not limited to- crossing agreements, vehicle/equipment crossing agreements, company approvals, and provincial and/or federal required permits. Be sure to verify with your area regulations to ensure you have all the required documents prior to excavation.