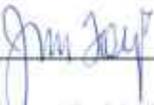




Pre Ground Disturbance Activities

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Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 5.2

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During the planning and preparation activities for any mechanical ground disturbance work, a number of activities must be completed. These activities include:

1. The area of planned mechanical disturbance should be marked on a map, drawing or the surface and supplied to line locating firms. If the surface is marked the international colour coding system will be used: **White** during periods without snow and **black** when the area is snow covered.
2. Line locates must be requested and completed on all utilities that may be present in the area including but not limited to Sask. Energy, Trans Gas, Sask. Power, Sask. Tel, Cable, BH Telecom as well as any private or city owned utilities. These must typically be requested at least 48 hrs prior to planned ground disturbance activities with the exception of emergencies for which emergency locates can be requested. **Note: Sask. First call will arrange for line locates for their members from their grid to the location of the meter. Any lines beyond the meter (city or privately owned) and for any non-member companies a separate locate must be requested or arranged through the appropriate group(s). All line locates are only valid for a max. of 10 days from when they are completed and must be documented.**
3. In most cases a permit must also be obtained when working within the right of way or 1.5 metre, horizontal distance, from any Sask. Energy lines. In order to obtain this permit line locates must be completed and documentation received on the location of Sask. Energy lines. In addition permits must be obtained from Trans Gas when activities are within 10 metres of lines. Permits are issued for a one year period and must be available on site during ground disturbance activities along with line locate documentation when required.

4. A documented hazard assessment must be completed on site which should be designed to identify the potential of any missed locates/markers as well as additional hazards that are located in the ground disturbance area including but not limited to distance to marked utilities, overhead hazards, traffic hazards, pedestrian hazards, hazardous trees, structures that may be affected or any other items/objects that may pose a hazard to workers or the public. Each hazard identified must be mitigated or eliminated prior to work commencing.
5. If any utilities are marked within 1 metre, horizontal distance, of the proposed or actual area to be mechanically disturbed they must be either hydrovaced or hand dug to determine actual location and depth of each utility or line. If lines are below hard surfaces (ie. pavement, concrete) sections must be removed to allow for hydrovacating activities. If possible this task is to be completed with hand tools. If hand tools cannot penetrate or remove the surface, mechanical equipment can be used to only the lowest depth of the hard surface as far away from the marked locates as reasonably possible in the circumstances. **All required locations for this location/depth survey must be open and visible during ground disturbance activities.**
6. If identified utility owners request the presence of their staff on site during ground disturbance activities reasonable notice will be provided to the utility owner including the planned dates and times of work activities. Wherever possible planned activities of this nature will be conducted during normal Monday-Friday business hours.
7. If any ground disturbance will exceed **5 metres** in depth the Coordinator Health Safety and Environment will be contacted with sufficient notice prior to work activities to allow for adequate notification of Provincial OHS regulators. The following information is required to provide notice:
 - a. The legal name(s) of the owner, employer and/or contractor(s) along with corresponding mailing address(s) and contact numbers.
 - b. The location and nature of the ground disturbance activities.
 - c. The number of workers planned to be on site.
 - d. The estimated start date and duration of the activities.
 - e. The measure(s) that will be used to protect workers entering the ground disturbance area.
8. If any utility/structure will be fully exposed and undermined during the ground disturbance activity that could result in damage to the utility a plan must be developed to support the utility/structure to prevent any damage or have the utility/structure temporarily or permanently removed from the area.

9. Prior to equipment arriving on site a Traffic Control plan must be developed, implemented and documented. In most cases involving ground disturbances it is preferable to close the area to non-essential traffic and detour them around using alternate routes. If this is not practical then other traffic controlling techniques must be used.
10. Safe means of access and egress must be supplied in all excavations in which individuals may enter.
11. All excavations should be backfilled as soon as possible once the work is completed. If an open excavation must be left overnight additional barrier tape, signs, barricades, jersey barriers or other similar devices must be used to prevent both traffic and pedestrians from inadvertently entering the excavation/trench area.