



# Preventing Damage to Buried Utilities



## Worker

Excavation Checklist

**info**  
**excavation**  
[www.info-ex.com](http://www.info-ex.com)

**apisq**   
Alliance pour la protection  
des infrastructures souterraines  
du Québec

**CGA**  
Common Ground Alliance



# Damage prevention concerns us all!

Are you an excavation worker on an excavation site? If so, this checklist applies to you! Following these effective damage prevention practices will ensure employee and public safety as well as maintaining the integrity of our buried utilities.

Based on Quebec's APISQ Buried Utility Damage Prevention Guide, more specifically in Chapter 4 – Excavation, this checklist gives you the outlines for safe digging from start to finish.





# Before

## Excavating

# Was a locate request made to Info-Excavation? If so, is it still valid?

The locate request is valid for a 30 day period from the date which the ticket number has been received. If work is extended beyond the 30 day period, a new locate request must be made.



## Attention!

A locate request must be made to Info-Excavation a minimum of four working days before undertaking any excavation work. The ticket number given by Info-Excavation confirms that your request has been processed.

A locate request prevents damage to buried utilities, ensures worker safety and lowers the risk of unforeseen costs.





## Do you have all necessary documents?

Regardless of whether your excavation work is taking place near one or many buried utilities, you must at all times have a copy of every report received (locate report, clearance and utility supporting methods).

### **Attention!**

All documents must be in your possession and remain onsite throughout the excavation. An additional copy should be kept with the mechanical equipment operator. In the event of an emergency, these documents will be required by emergency services.




# Was the future worksite verified before excavating?

The worksite must conform with the locate reports received. Verify if the location of buried utilities (markings, stakes, flags or other methods) and worksite correspond with the excavation to be executed.

## **Attention!**

**If the worksite and locate reports do not conform, DO NOT start work! Contact the worksite or project manager.**





## **Did you attend a pre-excavation / tailgate meeting?**

A tailgate meeting gives you an opportunity to share information and coordinate the location of buried utilities and excavation work.

### **Attention!**

**A tailgate meeting is equally beneficial to discuss and plan for special excavation work, such as major or specialized excavation work.**

## **Are emergency numbers readily available?**

Emergency numbers must be kept onsite. In the event of an emergency, these numbers must be immediately accessible.



# During Excavation Work







## Were the markings protected?

Buried utilities must be marked in accordance with the Universal Colour Code for Underground Utilities (paint, stakes, flags or other methods). Offset, GPS coordinates or survey methods may be used to protect the marks.

### **Attention!**

### **Despite using all necessary precautions, markings are no longer visible?**

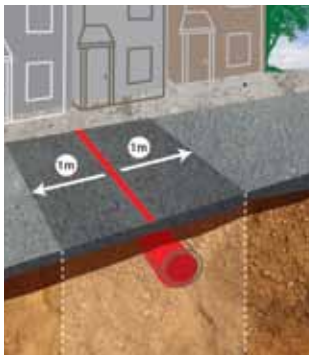
Call Info-Excavation, as well as owners / operators of buried utilities who are non-members so that they may remark the work zone. Check the Universal Colour Code printed at the back of this document as reference.

## Are two workers present during excavation?

In an effort to detect potential hazards, a minimum of two workers (including the machine equipment operator) must be present while excavating.

# Was the buffer zone on each side of the markings respected?

Certain precautions, such as soft excavation (hand-digging) must be followed within the 1 metre buffer zone on either side of the utility markings.





## **If you discover a previously unidentified buried utility...**

STOP WORK IMMEDIATELY and advise Info-Excavation of the situation.

Info-Excavation, as well as buried utility owners or operators who are non members, must also be advised in the event of an inaccurate locate. The owners' or operators' locator will be dispatched to the worksite to assess the situation.

# Are buried utilities supported and protected?

Supporting exposed buried utilities during excavation is critical to maintaining their integrity and to worksite safety. Supporting methods certified by an engineer must be used.

## Attention!

### Line break or damages?



- STOP excavation work.
- Harmful breaks?  
Call 911 or advise emergency services, then secure worksite.
- Other types of damage? (leakage, breakage, gap, cut-out or dent)  
Immediately call Info-Excavation, the owner or operator of buried utilities.



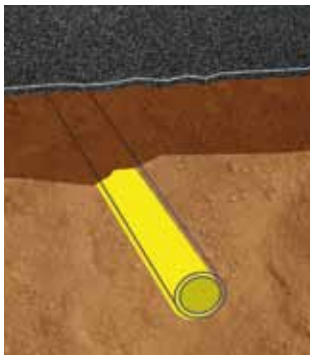


# **After**

## **Excavation Work**

# Ensure that the backfilling complies with all buried utility owner/operator requirements

Care must be taken when backfilling a worksite.  
Do not use sharp objects, compacted or frozen soil.  
Do not bury trash or pipe ends.



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Thank you to our GOLD partners.



# Useful Information

## Info-Excavation

[www.info-ex.com](http://www.info-ex.com) 1 800 663-9228

## APISQ

[www.apisq-qcga.ca](http://www.apisq-qcga.ca)

Montreal area: 514 339 APISQ (339-2747)

Elsewhere in Quebec: 1 877 71APISQ (712-7477)

[info@apisq-qcga.ca](mailto:info@apisq-qcga.ca)

The *Buried Utility Damage Prevention Best Practice Guide* can be downloaded on the APISQ's Website.

## Colour Codes

ELECTRICITY

TELECOMMUNICATIONS  
CABLES  
OPTICAL FIBER

SURVEY

SEWERS

WATER WORKS

STORM SEWER  
NON DRINKING WATER  
IRRIGATION

NATURAL GAS  
HYDROCARBONS

PRE-MARKING

This document was produced by the Alliance pour la protection des infrastructures souterraines du Québec (APISQ), with the collaboration of its members.