
 <p>HEALTH, SAFETY & ENVIRONMENTAL MANUAL</p>	12.11.5 Underground Utilities				
	Initial HIRA Score:	15	Residual HIRA Score:	10	Critical Task: Yes
	Program: 11.5				
	Revision Number: R0		Number of Pages: 3		
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 	

CRITICAL TASK PROCEDURE

Procedures

Planning

- Ensure valid locates are on site.
- Ensure all workers involved in the task are competent for the work assigned to them.
- Ensure all equipment and PPE required is available.
- Inspect all equipment and PPE. If anything is found to be defective, tag it and remove from service immediately.
- Complete a task specific JHA. Ensure all controls identified are implemented before beginning work.
- Ensure jobsite is secure and not a hazard to the public.

During the task



- Review locates with relevant workplace parties.
- Locate centre line of utility. Expose utility as required.
- Ensure the operator has a copy of locates in the cab.
- Communicate with nearby workers/signalers.
- Support/protect/remove all utilities as required.

Digging and Excavating

- Operators who are digging in the vicinity of the utility must complete the “**Pre-Dig Hazard Assessments**” and “**Post-Dig Hazard Assessments**” as part of their daily equipment inspection.
- The pre-dig assessment will be reviewed by the supervisor before digging starts.
- Mechanical excavation must not be used closer than 0.3 metre (1 foot) in any direction to the utility line.
- Excavation within 0.3 metre (1 foot) in any direction of the utility line must be carried out by hand digging.
- Operators use a signaller if needed. Ask your supervisor for help. Stop if you cannot see the utility line or safely dig near it.
- Use proper support procedures for the utility line. If the utility is in clay or heavy soils, use caution. As soil is removed, undermining, or shifting of the utility line may occur.

Hydro Vac Trucks

- If using a hydro vac truck onsite for any excavation, valid locates for that area must be available. Hydro Vac trucks cannot be used without valid locates.
- Once a utility has been exposed, but may be buried again, mark/flag/stake the utility so its location is clearly visible.

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CRITICAL TASK PROCEDURE

If un-located utilities or damaged utilities are discovered

- Stop all related work.
- Call 911 for any emergency strike (i.e., gas line strike)
- Contact J-AAR supervision immediately. They will assess and document the situation.

Watermain Work

J-AAR's policy is that NO work is allowed to be conducted on live or pressurized watermain systems unless direct approval has been given. Approval will come from Senior Management.

Workers must get approval from their supervisor for any work on live watermains and Supervisors must get approval from Senior Management.

Completion

- Ensure all equipment/tools/materials are safely stored.
- Housekeeping as required.

JOB HAZARD RISK ASSESSMENT

Initial HIRA Score	Hazards	Controls	Residual HIRA Score
15	Lack of Documentation (locates)	<ul style="list-style-type: none"> • Ensure valid locates are available and work is taking place within the located area. 	10
15	Lack of Communication	<ul style="list-style-type: none"> • Ensure workers involved understand the locates. • Ensure signalers and operators have pre-established means of communication. 	10
15	Lack of Training	<ul style="list-style-type: none"> • Ensure all equipment is operated by competent workers. • Ensure equipment inspections are carried out daily. • Do not use mechanical excavation in locate boundaries. 	10



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CRITICAL TASK PROCEDURE

15		<ul style="list-style-type: none"> Use non-intrusive methods of excavating when required. 	
15	Located utilities not marked	<ul style="list-style-type: none"> Ensure locates are valid and marked properly. 	10
15	Unstable or live utilities	<ul style="list-style-type: none"> Ensure all underground utilities are protected or supported in order to keep workers safe. 	10