



## Underground Locates

### **Procedure and Process:**

This verification checklist is intended to be used as a supporting document of the Contractor Code of Practice (CCOP)

An Underground Locate Request must be processed and approval provided before any dig, excavation or otherwise disturbing the ground and penetrating the surface to **ANY** depth on the University campus. Questions can be directed to the Customer Service Center at 306-966-4496 or [customerservice.centre@usask.ca](mailto:customerservice.centre@usask.ca).

It is the responsibility of the any party intending to excavate, trench, bore or otherwise penetrate the grade with any product including, but not limited to a temporary or permanent fence post, tent support, peg or other penetrating object to notify, and to receive approval to proceed from the University, all Sask1st Call subscribers and any other companies who may have underground facilities in your work area.

**For All University Owned Utilities:** To initiate ground penetration of **any** depth on University of Saskatchewan property, all parties (including Contractors/Service Providers) are responsible to complete and follow the process prescribed on the Underground Locate Form/Process found on Facilities website for all University owned utilities.

**For all other underground utilities:** The party (including Contractors/Service Providers) must contact Sask1st Call or the owner of the underground utility.

The University will typically require a minimum of three to five working days for processing of underground utility locates. The utility locate markings are valid for 10 days from date of approval from the University.

Safety Resources will verify compliance with the Underground Utility Locates Process of the areas/locations specifically stated and/or shown on the University issued site services drawings prior to final approval and work beginning. Work that does not receive approval through this verification process cannot receive final approval. Work shall not begin until final approval is received through the Underground Locate Request process.





### Safety Resources Underground Locate Verification Checklist

Project:		Prime Contractor (if applicable):	
Location of Work:		Service Provider:	
Requested date of ground disturbance:			

		Yes	No	N/A
1.	Has the Underground Locate Request been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do all locate markings match the drawing issued by IIS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are all underground utility locates valid? Within 10 days for U of S.			
3.	Are site personnel trained and certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the work area delineated sufficiently to protect pedestrian and vehicular traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are emergency exits or access to emergency services/equipment blocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Spoil pile at least one meter from excavation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Angle of cut back for type of soil 45° or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Using excavation cage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have all high risk utilities been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Hydro-vac or hand excavation being done where required?			
11.	Current hazard identification risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	If traffic (vehicle and pedestrian) is restricted is a traffic control plan and personnel in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are there warning signs in place? Required PPE, no trespassing, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Verification Approved:  Yes  No

If No, reasons for not approving: \_\_\_\_\_

Completed by (print name): \_\_\_\_\_

Completed by (signature): \_\_\_\_\_

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

Approved by (print name): \_\_\_\_\_

Approved by (signature): \_\_\_\_\_

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