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| **Department:** | **Eng. & Public Works**  | **Area:** | **Construction**  |  |
| **Subject:** | **Pre-Excavation Safework Procedure**  |

**PRE EXCAVATION FILE SAFE WORK PROCEDURE**

**BACKGROUND:**

A pre excavation file is a collection of information from utility owners’ about their facilities. It is necessary to comply with Worksafe BC regulation 20.79:

***Worksafe BC OSH regulation 20.79 Underground utilities***

*(1) Before excavating or drilling with powered tools and equipment, the location of all underground utility services in the area must be accurately determined, and any danger to workers from the services must be controlled.*

*(2) Excavation or drilling work in proximity to an underground service must be undertaken in conformity with the requirements of the owner of the service.*

*(3) Pointed tools must not be used to probe for underground gas and electrical services.*

*(4) Powered equipment used for excavating must be operated so as to avoid damage to underground utility services, or danger to workers.*

*[Amended by B.C. Reg. 312/2003, effective October 29, 2003.]*

A pre X is as important as a shovel in the excavation of underground utilities. This document allows qualified workers to accurately determine the location of utilities before excavating.

**Hazards:**

Damage to underground utilities can cause property damage and death or serious injury to a worker or member of the public. The Pre X and Call Before You Dig procedures are critical to providing a safe work environment.

**Pre Set-Up:**

**Call before you dig:**

Contact **BC ONE CALL,** a non profit organization developed to coordinate the availability of information on underground facilities. BC one call service is available 24/7 365 days a year. They are available for emergency response.

* When you contact BC ONE CALL:
	+ Contact three full work days prior to excavation
	+ Use “fax locate request” form when convenient
	+ Provide exact location, start date and details of planned excavation
	+ Register with BC1Call for a personal identity number
* BC ONE CALL will:
	+ Use their mapping system to locate your dig site and identify all utilities near the site.
	+ Provide a numbered reference BC1Call ticket and transmit the information about the proposed activity to the member companies with facilities in the work area
	+ Advise you to contact any owners of facilities, in the proposed excavation area, who are not members of BC1Call
	+ Inform you of your liabilities
* Member companies will then contact you with about
	+ Where their facilities and abandoned facilities are buried in the proposed excavation area.
	+ Rules and regulations regarding excavation around their utilities
	+ Any permits required to comply with their rules and regulations
	+ Clearance to dig if they have no facilities in the work zone

**Compile all information received from utilities in a Pre Excavation file or Pre X**

**Pre Excavation File or Pre X;**

* must be on site before disturbing ground
* will provide a dimensional site plan of all utilities in the excavation area
* includes clearance from member utility owners whose facilities are not in the excavation area
* Contains necessary permits to conform with the rules and regulations of concerned utilities
* Has an expiry date, work must commence within 14 calendar days of start date, or renewal is necessary

You can’t dig without a shovel. Treat the pre X like your shovel and bring it with you before you dig. It may save your life.

**Summary:**

* Must have a PRE X on site before starting to dig
* Call BC ONE CALL to acquire a PRE X
* Compile all information from concerned utilities in pre-excavation file

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| **Revised: March 18 2010**  | **Approved by: Dave Benere**  |