

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<p><b>Safe Work Practice:</b> Call Before You Dig</p>	Page 1 of 3
	<p><b>Monitor:</b> Director, Health, Safety &amp; Environment</p>	SWP #: 1.28

<b>1 Purpose</b>	To outline the requirements for locating and marking underground services before digging.
<b>2 Application</b>	Applies to all NTPC employees and contractors required to excavate or drill into the ground.
<b>3 Definitions</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>4 References</b>	<ul style="list-style-type: none"> <li>• NWT Safety Act 1988</li> <li>• NWT Occupational Health &amp; Safety Regulations 2015, section 265</li> </ul>
<b>5 Equipment</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>6 PPE</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>7 Training</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>8 Work Practice</b>	<p><b>Introduction</b></p> <p>Whenever digging or drilling into ground, there is a risk of contacting and/or damaging underground services causing injury, property damage, environmental damage, and/or service disruption. It is important to find out what is buried on or near the worksite, where it is safe to dig/drill, and where it is not safe to dig/drill. This is done by contacting all parties that may have underground services at the site to locate and mark them.</p> <p><b>General Guidelines</b></p> <ul style="list-style-type: none"> <li>• For the purposes of this Safe Work Practice, digging includes excavation and drilling.</li> <li>• Underground services may be present in both urban and rural areas, and may be buried close to the surface. Examples include pipelines (e.g., fuel lines, gas lines, water lines, sewer lines) and cables (e.g., electrical wires, communications cables, and conduits).</li> <li>• Underground services shall be located and clearly marked prior to digging deeper than 15 cm into ground.</li> <li>• The following steps shall be taken to verify the presence and location of any underground services: <ul style="list-style-type: none"> <li>○ Contact all parties that may have underground services at the worksite.</li> <li>○ Parties shall be contacted a minimum of three working days before digging.</li> <li>○ Parties may include:</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Electrical utility (powerlines, operational and abandoned fuel lines, communications cables)</li> <li>▪ Telephone provider (phone lines, fibre optic cable)</li> <li>▪ GNWT Department of Public Works (operational and abandoned fuel lines)</li> <li>▪ Television cable provider</li> <li>▪ Propane or natural gas provider (pipelines)</li> <li>▪ Municipal government (water, sewer)</li> <li>○ Request that each party confirms whether they have underground services at the site.</li> <li>○ Be prepared to provide the parties with the following information: <ul style="list-style-type: none"> <li>▪ Name, contact information, company name</li> <li>▪ Location of the worksite, whether public or private property</li> <li>▪ Expected depth of excavation</li> <li>▪ Planned date of excavation</li> </ul> </li> <li>○ Request that those parties with underground services provide line locates at the site.</li> <li>○ Do not excavate until all parties notified have confirmed the location of any underground services.</li> <li>• Consideration of underground services and the completion of line locates shall be documented in the tailboard meeting.</li> <li>• Underground services within 60 cm of the excavation shall be exposed by hand digging.</li> <li>• Exposed services shall be properly supported to prevent damage during excavation, backfilling, and ground settling.</li> <li>• If there is any contact with or damage to an underground service (e.g., pipeline or cable): <ul style="list-style-type: none"> <li>○ Take immediate steps to protect workers and the public from any hazards associated with the services; and</li> <li>○ Notify the owner of the service that contact or damage has occurred.</li> </ul> </li> <li>• Regardless of whether the project is big or small, in a city or in a remote area, your safety is the number one concern: always call before you dig.</li> </ul>
<b>9 Documentation</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>



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Call Before You Dig

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**Monitor:**  
Director, Health, Safety & Environment

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**Development**

Name	Position	Date
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Approved by: E. Smith	Director, Health, Safety & Environment	Aug. 05, 2016

**Revision History**

#	Revised Sections	Description of Revisions	Revised by (name, position)	Approved by (name, position)	Issue Date
01					
02					
03					
04					
05					
06					
07					