

# TOOLBOX TALKS

## Documenting and Reporting a Damage – Steps to Take if You Break

Company Name \_\_\_\_\_

Date \_\_\_\_\_

Presenter Name \_\_\_\_\_

Job Site/Project \_\_\_\_\_

Even the most carefully planned excavations occasionally result in an underground utility damage. If this happens there are several important steps you should take to protect the safety of employees and the public, ensure the damage is properly repaired in a timely fashion, and protect your interests in the damage investigation process.

- **All** underground utility damages must be reported including: cracked conduit; gouges; dents or breaks to the coatings; cable sheathes and cathodic protection anodes or wiring. Even if you only scrape the outer coating of an underground facility, you must report the damage to the utility operator. These types of damages can lead to corrosion and disastrous consequences later on.
- If the utility damage poses a threat to health or safety, evacuate then secure the work site so no one can mistakenly enter. Call 911 and the utility operator immediately.
- If a damage occurs, stop work immediately and contact the facility operator. If you are in doubt about who the facility operator is, call Dig Safe® to notify all member operators in the area.
- **DO NOT** backfill or attempt to repair the damage in anyway, unless directed to do so by the utility operator.
- Document the details of the damage immediately, collect statements from equipment operators and witnesses. Take photographs or make sketches, include large rulers or other items which demonstrate the relationship between the damage and any locator marks. This will protect you and your company, the damage investigation process often occurs months after the damage occurred when memories have faded.
- File an Underground Facility Damage Report with the Department of Public Service. This is your first opportunity to present evidence related to the damage.
- Stay involved with the damage investigation and enforcement process. There are several opportunities for you to present evidence to the Department of Public Service.
- For more information about electrical or gas line damages, please review the topic specific training bulletins

Attendees

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