

# TOOLBOX TALKS

## Planning the Job – Steps to Take so You Don't Break

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

Date \_\_\_\_\_

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

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

Calling Dig Safe® is the first step you should take to avoid underground utility damages, but there are many more things you should do **before** you start digging to avoid damages. A well planned job can save you money lost due to fines and repair costs, hours of down time, and lost business due to a damaged reputation that can result from a dig in. The Vermont Department of Public Service has assembled a pre-excavation checklist to assist you in planning your excavation projects.

- Assemble a damage prevention folder or binder to be available at the jobsite. This is where you should keep a copy of your Dig Safe® permit number, list of notified utilities, utility contact information, emergency contact information, documentation of locator marks, Dig Safe® excavation manual, pre-excavation checklist, and employee training records.
- Make sure all employees who are working on the site have received adequate underground utility damage prevention training. Document this training and keep records in your damage prevention binder/folder.
- Obtain all available drawings, plats, blueprints, and other documents from utility companies and municipalities which may give you information about the location and type of existing facilities.
- If your job is large or complex with multiple utilities and subcontractors involved, or will last several weeks or months; schedule a preconstruction meeting with all utilities.
- Premark your proposed excavation area with white paint, flags, or stakes before calling Dig Safe.
- Call Dig Safe® at least 48 hours prior to beginning work, in addition you must notify any non-member utility operators and property owners of your excavation activities.
- If there are a large number of privately owned utility lines, it may be necessary to hire a contact locator. A list of contract locators is available at [www.digsafe.com](http://www.digsafe.com).
- Review all planning documents, note areas where your excavation will cross, or come near to marked utility lines as high risk areas where extra caution should be used. If there are areas where a utility damage is likely; schedule a planned outage with that facility operator.
- Inspect your jobsite, look for signs of utilities present, examine your list of notified utilities and ensure all have marked their lines, look for areas which may present difficulty during excavation. Document locator marks with photographs or drawings.
- Review all safety information with employees, make sure everyone knows where to find emergency contact information and any other relevant safety documents.

Attendees

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