

# Corporate Policies

**SECTION: HEALTH AND SAFETY - Organizational Rules**

**SUBJECT: Stake Out**

POLICY NO.: 12.4.5

EFFECTIVE DATE: January 26, 2004

PAGE: 1 OF 3

SUPERCEDES POLICY DATED: July 31, 2003

APPROVED BY: Council CW020 - 2004

## **POLICY STATEMENT:**

Before digging starts, the utilities or companies who have underground service in the area must be contacted to locate the underground service. With a few days' notice, a crew will mark the underground service location. By calling before digging, you prevent damage and save the costs of unnecessary repairs. Calling each utility will prevent the loss of life, injury, environmental pollution, equipment damage, product losses and service outages.

## **PURPOSE:**

To obtain all necessary stakeouts prior to performing any work that may contact underground services as required under the *Occupational Health and Safety Act (213/91)*, Construction Project Regulations.

## **SCOPE:**

All employees of the Corporation in charge of work that may contact underground utility.

## **DEFINITIONS:**

**Work:** Any activity, which may contact an underground utility.

**Utilities:** Gas, hydro, telephone, traffic administration, contract administration, Region of Peel sewer & water, T.V. cable, Unitel, CNCP telecommunications, Trans-Canada Pipeline.

## **PROCEDURE:**

1. Before any work begins in the Corporation, a stakeout must be obtained by the person (or designate) in charge of the work to be performed.
2. a. When work takes place **ON** the road right of way, all utilities shall be contacted to locate



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their underground utility. If phone clearance is given by the utility service, a clearance number must be obtained and documented.

Trans Canada Pipeline and C.N.C.P. will only be contacted when work to be done takes place within their clearly marked right of way. Traffic administration will only be notified when work to be done takes place within a 30 metre radius of signalized locations.

b. When work takes place **OFF** the road right of way (e.g. parkland):

- i. it is **MANDATORY** that Gas, Hydro, and Bell telephone be contacted to locate their underground utility. If phone clearance is given by the utility service, a clearance number must be obtained and documented. Trans Canada Pipeline and C.N.C.P. will only be contacted when work to be done takes place within their clearly marked right of way; and,
- ii. all other utilities need only be contacted when, by virtue of location or extent of work, the likelihood of damage to the underground utility is immanent.

3. The person (or designate) in charge of the work will schedule and attend all site visits with each Utility Company. The person (or designate) will receive written notification of the marked locations of the underground utility.
4. Work can begin only after stakeouts and permits are received. Permits must be available on site throughout the work period.
5. Any work performed within one metre of (either side or above) the located utility, must be performed by hand only.
6. In case of damage to an underground utility, the person (or designate) in charge must report immediately the damage to the appropriate Utility Company. The person (or designate) should stand by at the site until the Utility Company has provided advice for resolving the problem.



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PAGE: 3 OF 3

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## **EXEMPTIONS:**

Brampton Cemeteries within the boundaries of the cemeteries for burials or any related work.

## **ACCOUNTABILITY:**

All employees of the Corporation are accountable to adhere to this policy as outlined.

## **ADMINISTRATION:**

Health, Safety & Wellness Services, City of Brampton, 5<sup>th</sup> Flr-2 Wellington St. West Brampton, Ontario  
L6Y 4R2

## **CONTACT:**

Health, Safety & Wellness Services, Human Resources Division 905-874-2166



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