



YOUR CURRENT CONNECTION

Creation Date: November 2, 2016

Issued Date: December 2, 2016

DEPARTMENTAL PROCEDURE

SUBJECT: Dig-In Investigation Procedure and Checklist

This Policy/Procedure is the first of its kind and is open for future revisions.

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Regulatory References, Codes and Standards

- PowerStream Inc. Policies and Procedures
- CSA C22.3 NO. 7-15 - Underground systems
- OHSA
- ORCGA Best Practices

Objective

To provide a standard PowerStream procedure that describes the Inspections & Locates staff member's duties when reporting to a Dig-In Investigation as well as how to collect relevant information, fill out the proper documentation, and provide a common checklist of all the duties that must be completed.

Background

As an ambassador of safety it is important for the Inspections & Locates staff member to arrive to a Dig-In Investigation site with the sufficient knowledge to assess the situation, ability to use the tools given to collect relevant information that can be used to determine the party to be held liable, and to be competent enough to do his/her due diligence to keep everyone safe.

Purpose

The Dig-In Investigation procedure and checklist aides the Inspections & Locates staff with his/her investigation duties out in the field. The information collected by the Inspections & Locates staff is utilized by management to determine which party is to be held liable for the Dig-In. To ensure the proper information is collected and to allow all staff to follow common and consistent practices these documents have been created.

Training

Familiarization with the Dig-In Investigation Procedure and Checklist is required before going to any Dig-In Investigation.

Scope

During the process of the investigation of the Dig-In the staff members are to:

Be prepared before heading to the Investigation Site

- Ensure you have the Dig-In Check List and Dig-In Investigation Form to properly document investigation.
- Ensure you have a fully stocked Hit Kit including:
- Ensure you have functioning camera/ camera-phone with charged with batteries and flash capabilities.

Ensure Safety at the Investigation Site

- Secure scene until members from the Lines Department arrives to de-energize damaged infrastructure.
- Make sure the Dig-In Site is safe for all parties involved and the general public. Ensuring there are no undue hazards.

Get in Contact the Right People

- If not already notified contact the Control Room
- Notify Supervisor (If after hours an email notification will be fine).
- Contact and notify Locate Service Provider Field Supervisor.
- Ensure that representation for the contractor, locator, and utilities affected have been notified about this Dig-In



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Collect Information

- Assess the situation
- Ask Questions as to what happened when the Dig-In occurred.
- Compare Locate Drawings and Paint to Construction Drawing.
 - Was the Dig In inside the scope of the locate drawing and markings?
 - Were the locate markings and drawing documented accurately?
- Compare Locate Drawing and Paint to excavation site.
 - Was the excavator digging within the scope of the locate paint and drawings?
 - Was the excavator following Safe Dig Practices?
- Do not tell any of the parties who is to be held liable for the Dig-In. The Inspection & Locates staff member is there to investigate the situation until a final decision is made.

Take accurate picture of the damage and Dig-In site.

- Make sure to take plenty of pictures of the damaged infrastructure, equipment, and work site.
- Take **360 °** views including horizontal measurements with a point of reference and lateral measurements using the Hit Kit.
- Use the Camera's Flash Functionality if it is dark outside.
- Look over pictures to ensure clarity.
- Use Hit Kit and include in pictures

Documentation: The Dig-In Investigation Checklist

Before You Leave for Investigation

- Do you have a Hit Kit with all necessary tools and measuring devices?
- Do you have the Dig-In Checklist and Investigation Form to report the Investigation?
- Do you have all locate documentation (Locate Drawing and Drawings Referenced)?
- Do You Have working charged camera/ camera phone with flash functionality?
- Have you contacted Locate Service Provider Field Supervisor to notify them of the Dig-In?
- Have you notified Inspections & Locates Supervisor via email of phone call?



When You Arrive On Site

- Have you ensured area is safe to work in and there are no undue hazards?
- Have you taken pictures of damaged infrastructure, equipment, and investigation site using the Hit Kit?
- Have you completed the Dig-In Investigation Form and ensuring all billing info is included name of company and address?

Before You Leave

- Do you think enough information has been collected for the Inspections & Locates supervisor to determine which party is at fault for this Dig-In?
- Have you ensured Dig-In site is safe to leave for workers and the general public?

After Investigation

- Have you created a folder with the Dig-In address as the folder name that includes the Dig-In Report Form, copy of Lines Coversheet, and all photos?
- Have you submitted the folder containing the Dig-In Report Form, copy of Lines Coversheet and photos to the Dig-In report folder to the appropriate folder destination in:

[K:\Transfer\Inspections & Locates \(Dig-In Reports\)\DIG-IN REPORTS](K:\Transfer\Inspections & Locates (Dig-In Reports)\DIG-IN REPORTS)

OR

Email Folder to Inspections & Locates Supervisor

Dig-In Investigation Flowchart

