

City Of Marshfield Policies and Procedures

Chapter 6: Parks and Recreation

SUBJECT: Utility Location Procedures Prior to Excavation

POLICY NUMBER: 6.400

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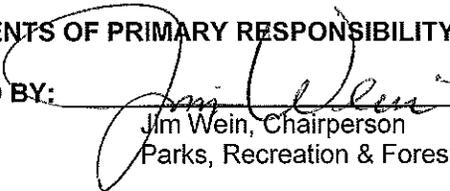
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DEPARTMENTS OF PRIMARY RESPONSIBILITY: Parks and Recreation

APPROVED BY:


Jim Wein, Chairperson
Parks, Recreation & Forestry Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

Purpose

This policy/procedure has been developed to assist department maintenance staff in performing any excavation related work duties in a safe and effective manner and to ensure that prior to any excavation work that specific actions are taken to locate buried utilities.

Utility Location Procedures and Guidelines

1. Diggers Hotline, 1-800-242-8511, shall be contacted prior to proceeding with any excavation. The department's identification number is 103534. The department's fax locate identification number is 1109 and the fax number is 1-800-338-3860.
2. A written utility locate form shall be completed and kept on file for each excavation and a copy shall be provided to the staff members prior to performing the excavation. The form shall include the following information.
 - a. Name of the staff person who made the call.
 - b. Location of the excavation.
 - c. Date that the call was placed.
 - d. Date that the site will be marked and cleared for excavation.
 - e. Confirmation number for the utility clearance.
 - f. Date that the utility marks are valid for.
 - g. Listing of the utilities that have been contacted and will be marking utility locations.
 - h. Any special instructions, precautions, or notes.
3. Staff members performing excavation work shall not perform the work without prior review of the utility locate form and a review of the job details with their supervisor.

4. During excavation work the staff performing the work shall carry a portable department radio to ensure a radio communication link with other staff and the department office in the event of an accident.
5. A record of buried utilities that exists on grounds managed by the Parks and Recreation Department shall be maintained at the Parks Maintenance Shop and shall be updated following new installations. This information shall be used as reference only and shall not be used in lieu of a Diggers Hotline locate.
6. Periodic training sessions shall be held to educate and inform staff members of the potential hazards that exist with buried and overhead utilities, and what precautions or actions that they can take in the event that they encounter them during their work.
7. Contract service providers, other city departments, and volunteer organizations performing excavation work on grounds managed by the Parks and Recreation Department shall be required to confirm that they have contacted Diggers Hotline prior to any excavation being performed.