



Excavation – underground utility locate questionnaire

SAFETY CHECKLIST	YES	NO	NI*
Is there a utility locate policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a dedicated employee in charge of locates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are locates requested in a large enough area to complete the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are jobs divided into manageable size to complete the work in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do subcontractors obtain separate locate numbers for the work they perform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a two-day time frame allowed to obtain locates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all jobsite employees trained to recognize under and above ground hazards and communicate those hazards to machine operators and the job foreman?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does each job foreman have the appropriate locate number for the job they are working on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a schedule for re-locates maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a CAD system used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your company and/or locate employees conduct pre-job locates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there GPS integration to document locates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do locate requests include areas outside of the right of way in which excavations may occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do locate requests have an adequate description of the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there joint meetings on larger jobs with: utility, locate company reps, and project engineers (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a mapping system utilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does pre-job planning include “white lining” the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*NI = Needs improvement

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Are descriptions of the job on locate requests clear, concise, and accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there access to any “white lining” programs online?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there verification of information obtained from others regarding the location of underground utilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the locate request description match the locate response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are records maintained of locate requests, and locate responses for at least two years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are locate requests, and locate responses kept by date, month, or job number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are response numbers distributed to job foremen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are utilities directly notified of future jobs in addition to contacting One Call?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are locates photographed in high-traffic, congested areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do company field employees avoid giving direct instructions to locate company personnel which contradict the locate request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is future job progress and phase information shared with locate and utility company representatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are initial locates scheduled early enough to resolve conflicts with utility and locate company reps and engineers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are excavations photo documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are toolbox/tailgate safety talks and daily meetings documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all field employees received training regarding high hazard underground utilities, such as: gas, electric, and communication lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an 18” tolerance zone from each edge of the underground utility, or just a given center point of the locate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is compressed air used for pot-holing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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RISK CONTROL



Risk Control at UFG Insurance | riskcontrol@unitedfiregroup.com | 800-828-2705

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Is compressed water used for pot-holing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are precautions taken to prevent an electrical shock when using water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do vac truck operators receive specific safety training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have vac truck operators read the operating instructions for their unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do pot-holing employees use proper PPE? (dielectric mats and footwear)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is dielectric equipment checked by a qualified inspector on an annual basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees who perform pot-holing properly trained to check the operating condition of the wand rotating head?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your directional boring equipment have a "head locator"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the same underground utility procedures used when performing directional boring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a locator failure to respond policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is <i>One Call</i> contacted prior to proceeding on a failure-to-respond job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a "miss-mark" or "un-marked" procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are miss-marks and unmarked utilities photo documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are utility customers notified when service is interrupted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is service interruption notification documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exposed utilities protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your employees properly trained to report damaged underground utilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a written "utility strike policy"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your office and each jobsite have emergency numbers posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified a company spokesperson in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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UNITED FIRE GROUP, INC. | 118 Second Avenue SE, Cedar Rapids, Iowa 52401 | ufgInsurance.com | 800-332-7977



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Is there an emergency evacuation plan for jobsites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a policy to photo document emergency locates prior to the arrival of outside responders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees instructed to not take responsibility for any locates using company locate equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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