



RISK CONTROL



Risk Control at UFG Insurance | riskcontrol@unitedfiregroup.com

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 relocates 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"/>

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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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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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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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UFG Insurance is the marketing name used to refer to United Fire & Casualty Company and its property and casualty subsidiaries and affiliates. This form, supplied by UFG Insurance, merely provides minimum guidelines to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.