



SAFETY ALERT

Campus Incident—Underground Utility Breaches

RISK MANAGEMENT & SAFETY

Date: July 2020
Category: Trenching & Excavation
RMS Contact: MB Greendonner, mgreendo@nd.edu

Contact RMS:

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Incident Description

In the past year, three incidents involving contractors damaging underground utilities during excavation projects have occurred. In each case, the contractors have not strictly fully complied with the requirements of the Notre Dame Utility Locate Request & Excavation Permit procedure. A lack of knowledge regarding this process by both contractors and University personnel and /or failure to adhere to the University's process and/or Indiana state law has contributed to these incidents.

Findings / Lessons Learned

- ◇ Many campus organizations conduct activities that could impact underground utilities. Examples include construction related projects, installation of stages, tents and canopies, irrigation maintenance/installation, landscaping, etc.
- ◇ **All** activities involving digging, trenching and excavation on Notre Dame property must adhere to University procedures. Key requirements include:
 - ◇ Submitting a utility locate request a minimum of 2 working days prior to beginning job
 - ◇ Informing the contractor of the hazards associated with the job
 - ◇ Reviewing the nature of the work and any special procedures, training, or other permits required
- ◇ University procedures involved include the Utilities Excavation Permit Procedure, RMS's Trenching & Excavation Procedure, the Stage, Tent and Canopy Program and the Contractor Safety Program which outlines requirements for using contractors.
- ◇ Pre-job briefs conducted on site to review the work to be conducted and appropriate safety requirements are critical in helping prevent damage to underground utilities.

Actions

- ◇ Departments hiring a contractor to conduct work must name a University project representative. This person is responsible for overseeing the contractor's work in accordance with the Contractor Safety Program requirements.
- ◇ Project representatives must conduct and document a pre-job brief with the contractor on the work site prior to work beginning. Meeting guidance is contained in Appendix B of the Contractor Safety Program.
- ◇ **If you are not familiar with the requirements or need assistance, contact Utilities at 574-631-6594 or RMS at 574-631-5037.**



All safety communications can be found at <https://riskmanagement.nd.edu/communication/>.

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