

February 15, 2017

To all Contractors

Dear Sir:

**Re: Notice of Safe Work Practices When Working in the Vicinity of Utilities**

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The City of Burlington and the Region of Halton undertake numerous construction projects each year through outside Contractors and as well with their own forces when applicable. Contractors working for private owners also make up a portion of the activity seen throughout the City. In all cases the contractors/workers are required to work in accordance with the Occupational Health and Safety Act (OHSA) and regulation complimented with their company's own internal safe work practices that extend beyond OHSA requirements.

The controlling utility (Burlington Hydro, Bell, Union Gas, Cogeco, etc.) must be advised of any conflict that impede the progress of construction projects. Unauthorized contact, regardless of the worker's qualifications, is not permitted without prior notification. Clearances are specified in OHSA. Backfill around an exposed utility is to consist of a minimum of 300 mm of sand. For specific burial requirement, Contractors are advised to contact the utility.

In all circumstances the controlling utility must be notified of equipment or worker conflicts. The utility will have a representative report to the site to assess the situation and provide instruction on how to proceed. Failure to follow this process could result in establishing a hazardous situation and harm to the worker and general public.

When a contact incident or accident occurs, the onus is on the General Contractor on site to report the incident or accident to the Ministry of Labour and to the local controlling authority.

We trust this notice to be sufficient in clarifying the City of Burlington's expectation and position on reporting.

Should you have any questions, please do not hesitate to contact me at 905-335-7600 ext. 7812.

Yours truly,



Scott Hamilton P. Eng., Manager of Design & Construction  
Design and Construction  
Capital Works