



Work Procedure	UBCO-RMS-OHS-WP 16-002
Facilities Management Risk Management Services	Date Created: August 12, 2016 Date Updated: December 2025

Excavations

1. SCOPE

This Work Procedure (WP) covers all excavation work performed on the University of British Columbia's Okanagan Campus (UBCO). The Excavation Work Procedure is designed to ensure that underground utilities are not damaged during any type of excavation (digging) being performed on campus.

It is mandatory that all excavation work carried out on campus be done in compliance with this and other relevant work procedures.

Facilities Management must approve all applications prior to commencement of any excavation. Facilities Management also has the authority to stop work and/or prohibit access if infrastructure concerns or unsafe conditions arise.

The following situations are exempt from this excavation procedure:

- a. External utility companies with right of way easements on UBCO property.
- b. Landscaping hand shovel/tool work in established plant beds or along irrigation lines where it is confirmed that underground utilities are not present within the top 18 inches

2. PURPOSE

This document outlines the basic requirements associated with creating excavations on campus.

3. OVERVIEW

1. UBC will take all reasonable measures to provide a safe workplace. Policy SC1 further articulates UBC's commitment to provide healthy and safe workplace, teaching and research environment for UBC members.
2. The provisions of this program and all applicable standards will be followed to ensure the reliable operation of utility systems.
3. UBC Okanagan's Excavation Program is intended to support adherence to applicable portions of WorkSafeBC Occupational Health and Safety Regulations.

4. BACKGROUND



Definitions

"**adjacent to an excavation**" means within a distance less than or equal to the overall depth of the excavation, measured from a vertical line through the toe of the excavation face;

"**construction project**" means any erection, alteration, repair, dismantling, demolition, structural or routine maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, concreting, or the installation of any machinery;

"**excavation**" means any cut, cavity, trench or depression in the earth's surface resulting from rock or soil removal;

"**fill**" means any soil or other loose material that is constructed to form an embankment or a part of the foundation of a structure or improvement;

"**trench**" means an excavation less than 3.7 m (12 ft) wide at the bottom, over 1.2 m (4 ft) deep, and of any length.

5. RESPONSIBILITIES

1. UBC Owner Representative (University employee / Project Manager)

- a. Inform employees and contractors of the UBC Okanagan Excavation procedure.
- b. Ensure that Excavation Permits are completed for all excavations on campus.
- c. Initiate request for Excavation Permit a minimum of ten business days prior to intended date of excavation work.
- d. Note if proposed excavation falls within the Agricultural Land Reserve; take appropriate follow-up measures with Agricultural Land Commission.
- e. Determine if a [City of Kelowna Soil Removal and Deposit permit](#) will be required.
- f. Provide employee/contractor that is performing excavation with approved Excavation Permit.
- g. Ensure that excavation work is planned and performed in compliance with all applicable [WorkSafeBC OHS Regulations](#), including but not limited to [Sections 20.78 - 20.95 \(Excavations\)](#).
- h. Provide notification to campus stakeholders via Project Notice
- i. Inspect excavation area and sign Excavation Permit if all requirements have been met.
- j. Forward a final copy of the Excavation Permit to Facilities Management immediately after completion of project.

2. Person Performing Excavation (employee, contractor, sub-contractor)

- a. Complete the Excavation Permit request and forward to the UBC Owner Representative.
- b. Following approval, post the Excavation Permit at the location of the excavation, or if the hoarding is not set up in a manner that would allow for posting, keep Excavation Permit inside equipment operator's cab.
- c. Conduct excavation in accordance with WorkSafeBC and UBCO requirements.
- d. Immediately report any accident/incident, including a minor or major collapse to any portion of a trench, to the UBC Owner Representative and Campus Security



at 250-807-8111.

- e. Fill out the appropriate portions of the permit upon completion of work and submit to the UBC Owner Representative
- 3. Facilities Management (FM)
 - a. Review Excavation Permit applications within five business days of submission.
 - b. Review applications with additional stakeholders if necessary (e.g. HSE, Campus Planning, Parking Services).
- 4. Health, Safety and Environment (HSE)
 - a. Inspect excavation projects as appropriate and upon request.
 - b. Provide training in the Excavation Permit system as necessary. Review the UBCO Excavation Work Procedure in conjunction with Facilities Management and update/edit the program when deemed appropriate.

6. REFERENCES

[BC One Call website](#)

[BCCGA – Common Ground Alliance](#)

[WorkSafeBC - Prevention of Damage to Buried Facilities in British Columbia](#)

7. PROCEDURE

- b. UBC Owner Representative and Person Performing the Excavation review the required Project Impact Assessment (in the [UBCO Contractor Safety Manual](#)) and submit Excavation Permit as required
- c. Once excavation project has been approved by FM, Project Notice is to be sent out to potentially affected stakeholders by the UBC Owner Representative (as long as possible before project commencement, preferably at least two weeks prior).
- d. An approved Excavation Permit is required before any excavation (digging), is performed anywhere on campus, by anyone.
 - 1. Exceptions are as follows:
 - a. External utility companies with right of way easements on UBCO property.
 - b. Landscaping hand shovel/tool work in established plant beds or along irrigation lines where it is confirmed that underground utilities are not present within the top 18 inches
- e. The approved Permit must remain on-site during excavation.
- f. Permit expires with associated BC One Call Ticket and/or Utility Safety Partners Locate.
- g. If a new equipment operator, not on the active permit, is assigned to work on the site, a new permit must be requested.
- h. If any utility is discovered that is not marked, the equipment operator must immediately stop and contact the UBC Owner Representative and the Facilities Management.
- i. Utility location markings must be maintained throughout the work. If work area needs



to be remarked during permit period, the UBC Owner Representative will need to review to determine if a separate permit needs to be requested.

- j. Locating natural gas lines or buried electrical lines requires the use of a vacuum truck.
- k. Utility markings should not be considered an exact location, they have a 30 inch variance on each side of the marking.
 - 1. Within 30 inches of the edge of a utility, hand digging or vacuum excavation is required to locate utility.
- l. For new utilities or repaired utilities, excavated areas must be inspected by FM prior to back-filling. Any failure to receive approval will require uncovering at the contractor's expense.
- m. Obtaining an Excavation Permit
 - 1. Will the excavation be for a major construction project (i.e. new building or building addition)? If no, go to Step 2. If yes, a request is to be sent from the UBC Owner Representative to FM a minimum of two weeks before request to coordinate a pre-excavation review. The review must consist of, at minimum:
 - a. Scope of excavation
 - b. Excavation/project schedule
 - c. Drawings of planned work
 - d. Drawings of any logistical considerations (traffic impact, etc.)
 - e. Name of contractor(s) doing work
 - f. Temporary utilities or shutdowns if required
 - g. Risk Mitigation and Response Plan
 - 2. Contractor or employee performing the work contacts [BC One Call](#) and [Utility Safety Partners](#) (Rogers/Shaw) to request utility locates.
 - 3. BC One Call and Utility Safety Partners will separately coordinate marking of utilities and provide drawings of known utilities in area.
 - 4. Contractor completes Permit Request form and drawing(s) and sketch(es) of planned work for sign off by UBC Owner Representative.
 - 5. UBCO Facilities Management representative reviews on-ground markings and requirements with equipment operator.
 - 6. UBC Owner Representative, FM and equipment operator all sign excavation permit.
 - 7. Work proceeds.
 - 8. If work goes on beyond expiry of BC One Call Ticket and/or Utility Safety Partners Locate, return to Step 2 to request new permit.
 - 9. If work area needs to be remarked during permit period, contact the UBC Owner Representative.
 - 10. All excavations must be replaced with appropriate backfill upon completion; to be approved by FM before backfilling commences.

8. REVIEW AND RETENTION

This Work Procedure is reviewed annually or whenever deemed necessary by the responsible departmental representative in Risk Management Services.



9. APPROVAL OF UBCO EXCAVATION WORK PROCEDURE

Original:

	Author(s)	Facilities Management Approval	Risk Management Services Approval
Name	Jason McLeod, Health & Safety Advisor	Roger Bizzotto, Associate Director	Mike McGinty, Associate Director
Date	2016/08/12	2016/08/12	2016/08/12

Revision:

	Author(s)	Facilities Management	Risk Management Services
Name	Adrian Hingston, Associate Director	Roger Bizzotto, Associate Director -	Adrian Hingston, Associate Director
Date	2025/12/12-	-	2025/12/12-



EXCAVATION PERMIT

Project Name: _____ **Today's Date:** _____
UBC Project Manager / Owner Rep: _____ **Phone:** _____
Contractor Name: _____ **Phone:** _____
Contractor Site Supervisor: _____ **Phone:** _____
Equipment Operator: _____ **Phone:** _____
Location(s) of Work: _____
Description of Work: _____

Planned Excavation Start Date: _____ **Planned Excavation Completion Date:** _____

BC One Call permit – Date issued & Expiry: _____
BC One Call Locate – Date completed : _____
BC One Call map attached to permit Yes No **Copy submitted to UBCO Facilities Mgmt** Yes No

Util. Safety permit – Date issued & Expiry: _____
Util. Safety Locate – Date completed: _____
Util. Safety map attached to permit Yes No **Copy submitted to UBCO Facilities. Mgmt** Yes No

City of Kelowna excavation permit required? Yes No
If YES to above, City of Kelowna excavation permit – Date issued & Expiry _____

Signatures:

UBCO Owner Representative: _____ **Today's Date:** _____
Contractor: _____ **Today's Date:** _____

Facilities Management Manager: _____
Signature: _____ **Today's Date:** _____