WORK SAFE BC

Toolbox Meeting Guide

Click or call before you dig

Every time you dig, you risk injury, loss of life, or damage to property if you hit buried cables, conduits, pipelines, or other facilities. Contacting BC 1 Call is the best way to find out what is buried in your dig site and which areas you must avoid when digging.

Some facility owners may not be members of BC 1 Call. It's the excavator's responsibility to contact these owners as well before digging begins.

Steps to follow

- Give BC 1 Call detailed and accurate directions to your excavation site.
- Provide marking instructions for the specific area where locates are needed.
- Use white physical markings at your worksite to indicate the area of the proposed excavations unless you can show that the use of markings isn't practical.

Be aware that there may be multiple owners of underground facilities in one excavation area. Infrastructure may be hidden, difficult to locate, and close together.

Plan ahead and give BC 1 Call at least three full working days' notice prior to disturbing the ground.



Contacting BC 1 Call

- Visit bc1c.ca and click on Request Locate Ticket. This service is available 24 hours a day, 7 days a week.
- Call 1.800.474.6886 Monday to Friday, 7:00 a.m. to 5:00 p.m., excluding holidays.

For more information, visit **bc1c.ca** or the facility owner's website.





Record of meeting

Project					
Address		City		Province	Postal code
Employer		Supervisor			
Date (yyyy-mm-dd)	Time		Shift		
Number in crew		Number attending			

Other safety issues or suggestions made by crewmembers

Record of those attending

Name (please print)	Signature	Company
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Manager's remarks	
Manager's signature	Supervisor's signature