



CALIFORNIA UNDERGROUND FACILITIES SAFE EXCAVATION BOARD



INVESTIGATION REPORT

Date: February 8, 2024

Case No.: 23NTS0020

Violations:

Rancho West Landscape, Inc.

Government Code § 4216.2(b): Excavating without a valid ticket

Government Code § 4216.4(c)(2): Failure to contact 911 emergency services after causing damage to gas facility

Government Code § 4216.4(c)(3): Failure to notify the regional notification center of damage to natural gas facility

Executive Summary:

On November 9, 2023, at approximately 1:30 p.m., a licensed contractor, Rancho West Landscape, Inc., struck a Southern California Gas Company 2-inch yellow plastic natural gas line with a backhoe, resulting in damage to the gas line and release of natural gas.

After damaging the gas line, Rancho West Landscape, Inc., did not contact 911 or report the incident to the regional notification center. However, the company did notify Southern California Gas Company.

Reporting Party Information:

Southern California Gas Company
1919 South State College Boulevard
Anaheim, California 92806

Date of Incident:

November 9, 2023

Location of the Incident:

25685 Buckeye Meadow Lane
Homeland, California 92548

Operator:

Southern California Gas Company

Regional Notification Center Member Code: SCG10M
1919 South State College Boulevard
Anaheim, California 92806

Excavator:

Rancho West Landscape Inc.
28325 Somers Road
Murrieta California, 92563

Facility Types Damaged:

2- inch yellow plastic natural gas line

Investigation & Findings:

On December 11, 2023, at 10:20 p.m., Southern California Gas Company notified the Underground Safety Board that Rancho West Landscape, Inc. (Rancho West) had damaged a natural gas line while installing irrigation at 25685 Buckeye Meadow Lane in Homeland California 92548 on November 9, 2023. (Exh. 1.)

The case was assigned to Jeff McClenahan (Investigator).

The incident occurred when Rancho West struck a yellow 2-inch plastic natural gas line, resulting in a release of natural gas. Ozzy Abarca, Director of Operations for Rancho West, reported via email to the investigator that Rancho West was excavating to install irrigation with a mini-excavator when they hit the gas line at approximately 1:30 p.m. on November 9, 2023. (Exhs. 3 & 4.) Abarca stated that Rancho West employees “could see gas escaping the line.” (Exh. 3.) He further explained that Rancho West “had already uncovered the gas line but dirt fell from the outside and covered up the area were (sic) they had potholed.” (Exh. 3.)

Rancho West investigated the incident (Exh. 4), cooperated with the Board’s investigator, and was forthcoming about the status of the ticket and the actions of its employees. (Exh. 4.)

Rancho West Landscape Inc. holds a valid C27-Landscaping license issued by the Contractor’s State License Board, license number 798091. (Exh. 2.)

Rancho West Damaged the Line While Digging After Its Ticket Expired

On October 6, 2023, Rancho West contacted DigAlert, which created ticket number A232790464-00A. That ticket expired at the end of the day on November 3, (Exh. 5), six days before Rancho West damaged the gas line.

After the incident, Abarca prepared an “Incident Report” which is attached as Exhibit 4. The report states that the DigAlert ticket had expired on November 3, and that “the [Rancho West] crew was operating without an active DIG alert ticket.” Further, the report states, “The Supervisor did not call the office to inform them of the need to remark.” (Exh. 4.)

Further, the report states that the equipment operator “did not follow procedures for trenching he did have the area marked by the gas company and continued to dig without first locating utilities manually.” (Exh. 4.) Abarco provided a copy of Rancho West’s “Operators Instructions,” which are attached as Exhibit 8. Those instructions state, in part:

1. Before commencing the excavation / digging call your supervisor and get a copy of your DIG alert ticket
2. Insure (sic) the ticket is active and the areas have been marked and you have confirmation from all utilities
3. No equipment to be used 24" from any utility marks (Exh. 8.)

Rancho West’s incident report establishes that Rancho West did not renew the ticket for the time when Rancho West damaged the line. (Exh. 4.)

Rancho West Did Not Contact 911 or the Regional Notification Center After Damaging the Line After damaging the line, Rancho West contacted the Southern California Gas Company. [Exh. 3.]

However, Rancho West did not contact either 911 or the regional notification center after damaging the line. Abarco confirmed that Rancho West did not call 911. (Exh. 3.)

Amber Dahl of DigAlert informed the investigator that DigAlert Rancho West did not report the damage to DigAlert because DigAlert did not create any revisions to the ticket. (Exh. 6.)

Rancho West’s Instructions to Employees After the Incident

According to the incident report, Rancho West has provided training to its employees: “Both employees have been written up and they have been instructed to not continue operating equipment until they have completed retraining. Any further violation by either employee of company policy will result in termination.” (Exh. 4.)

Further, Rancho West provided a copy of its “811 – Dig Alert” procedures to the investigator. Those procedures provided, in part:

1. Mark out proposed excavation are with wait paint or white flags
2. Fill out DIG Alert ticket & Call 811
3. Wait for confirmation and active date from all utilities
4. Provide operator with DIG alert Ticket
5. DO NOT USE EQUIPMENT WITHING 24" OF EACH SIDE WERE UTILITIES ARE MARKED ONLY HAND TOOLS ALLOWED TO LOCATE EXACT LOCATION
6. If utilities are damaged inform the construction superintendent and call 911 if necessary. (Exh. 7.)

Findings:

1. Rancho West Landscape, Inc., excavated after Ticket A232790464-00A expired.
2. Rancho West Landscape, Inc., did not call 911 following the damage.
3. Rancho West Landscape, Inc., did not notify the regional notification center of the damage.

Investigator	Supervisor
Jeff McClenahan	Brittney Branaman
Signature	Signature

Exhibit List:

Exhibit No.	Description	Date	Received From
1	Notification from Southern California Gas Company	December 11, 2023	Juan Garcia Lopez
2	Rancho West Landscape Inc. Contractor's State License Board License	February 8, 2023	CSLB License Search by Investigator
3	Emails with Rancho West Landscape Ince	January 8-11, 2024	Ozzy Abarca
4	Rancho West Incident Report	January 8, 2024	Ozzy Abarca
5	Ticket A232790464	January 18, 2024	Amber Dahl
6	Email with DigAlert	January 18, 2024	Amber Dahl
7	Rancho West Landscape Inc. 811 Dig Alert Procedures	January 8, 2024	Ozzy Abarca
8	Rancho West Landscape Inc. Operators Instructions	January 8, 2024	Ozzy Abarca

Exhibit 1



No-Ticket Survey Report

Submitted By: **Anonymous user**

Submitted Time: **December 11, 2023 10:20 PM**

Your Information

Your Name

Juan Garcia Lopez

Your Phone Number

[REDACTED]

Your E-mail

[REDACTED]

Reviewer Information

Has the information you are submitting today been reviewed or changed by anyone besides yourself?

No

Excavator Information

Company Name

Rancho West Landscape

Excavator Contact Details

Name

Eric Solano

Phone Number

[REDACTED]

E-mail

[REDACTED]

Supporting Documentation

Upload a photo of the company truck, uniform, or business card.



Who took the photos?

Name

Juan Garcia Lopez

Phone Number



E-mail



Upload other documentation substantiating the identity of the excavator.
IMG_1614.jpg, 1.64MB

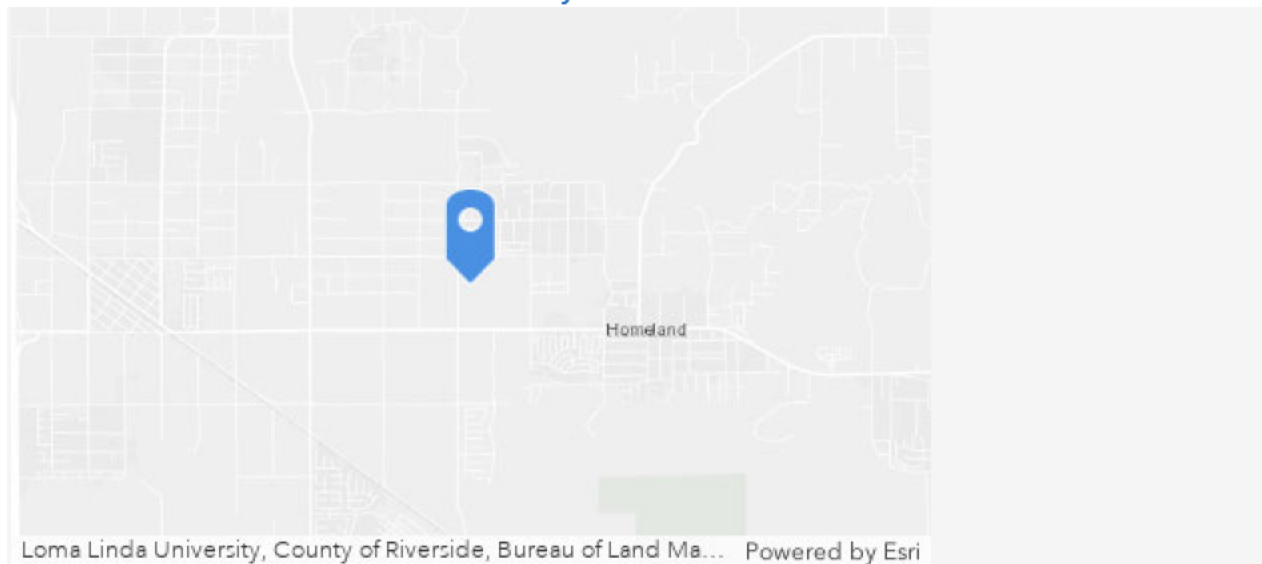
Damage

Does this no-ticket complaint involve a damage?

Yes, damage occurred.

Location

Indicate location of excavation activity.



Best address or cross streets of damage location.

25685 Buckeye Meadow Ln, Homeland Ca 92548

Describe the observed excavation activity.

Third-party working under without a current USA ticket trying to install irrigation and drainage hit the 2" plastic main.

Upload photo of excavation location. The photo should be taken at a wide angle and include location identifiers such as buildings in the background, street signs, bridges, freeways, etc.:



Additional Photo



Who took the photos?

Name

Juan Garcia Lopez

Phone Number

[REDACTED]

E-mail

[REDACTED]

Upload photo, map, survey, or other documentation substantiating the location of your facilities in relation to the observed excavation activity.

IMG_2156.jpg, 2.45MB

Who authored the submitted documentation?

Name

Juan Garcia Lopez

Phone Number

[REDACTED]

E-mail

[REDACTED]

Does this incident involve:

Injury?

No

Death?

No

Fire or evacuation?

Damage Information

Date you learned of the damage:

November 9, 2023

Time you learned of the damage:

14:45

How did you learn of the damage?

Internal e-mail notification.

Supporting Documentation

Damage Details

Type of Facility damaged?
Natural Gas

Tool that caused the damage:
Backhoe

Upload photo depicting the damaged facility



Who took the photo?

Name

Juan Garcia Lopez

Phone

[REDACTED]

E-mail

[REDACTED]

Exhibit 2



Contractor's License Detail for License # 798091

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click [here](#) for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 2/8/2024 9:15:19 AM

Business Information

RANCHO WEST LANDSCAPE INC
28325 SOMERS RD
MURRIETA, CA 92563
Business Phone Number:(951) 301-3979

Entity Corporation
Issue Date 08/03/2001
Expire Date 08/31/2025

License Status

This license is current and active.

All information below should be reviewed.

Classifications

C27 - LANDSCAPING

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with [MERCHANTS BONDING COMPANY \(MUTUAL\)](#).

Bond Number: 100033683

Bond Amount: \$25,000

Effective Date: 04/04/2023

[Contractor's Bond History](#)

Bond of Qualifying Individual

The qualifying individual GREGORY RAYMOND DUNCAN certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

Effective Date: 08/03/2001

Workers' Compensation

This license has workers compensation insurance with the [BERKSHIRE HATHAWAY HOMESTATE INSURANCE COMPANY](#)

Policy Number: RAWC432751

Effective Date: 09/30/2023

Expire Date: 09/30/2024

[Workers' Compensation History](#)

Exhibit 3

From: [Ozzy Abarca](#)
To: [McClenahan, Jeff@EnergySafety](mailto:McClenahan_Jeff@EnergySafety)
Subject: RE: Underground Safety Board: Case Announcement 23NTS0020
Date: Thursday, January 11, 2024 9:52:06 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.


Hello Jeff,

No we did not contact 911.

We pothole with round shovel or trenching shovel, the gas line was where it was marked they had already uncovered the gas line but dirt fell from the outside and covered up the area were they hat potholed.

Ozzy Abarca
DIRECTOR OF OPERATIONS



From: McClenahan, Jeff@EnergySafety <Jeff.McClenahan@energysafety.ca.gov>
Sent: Tuesday, January 9, 2024 2:08 PM
To: Ozzy Abarca 
Subject: Re: Underground Safety Board: Case Announcement 23NTS0020

Thanks for your thorough response, Ozzy.

Just a couple more questions:

Did anyone on your team call 911 after the damage?

And I noticed in the photo it looks like your team was trenching with the excavator across the utility. How does Rancho West usually perform potholing? And where did your team pothole to locate the facility prior to using the excavator? I see that the 811 procedures you provided include using hand tools to find the utility and that makes me wonder if the utility was where your team expected it to be.

From: Ozzy Abarca [REDACTED]
Sent: Monday, January 8, 2024 10:01 AM
To: McClenahan, Jeff@EnergySafety <Jeff.McClenahan@energysafety.ca.gov>
Subject: RE: Underground Safety Board: Case Announcement 23NTS0020

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Good morning Jeff,

My name is Ozzy Abarca I am the director of operations for Rancho West Landscape Inc. Please see below response to your questions, if there is any other information you need please let me know if you need to speak with me my contact information is below.

Thanks,

Ozzy Abarca
DIRECTOR OF OPERATIONS
[REDACTED]

From: McClenahan, Jeff@EnergySafety [REDACTED]
Sent: Wednesday, January 3, 2024 12:42 PM
To: Eric Solano [REDACTED]
Subject: Underground Safety Board: Case Announcement 23NTS0020

Hi Eric,

I'm Jeff McClenahan with the Underground Safety Board, Investigations Division. I've been assigned to follow up on notification 23NTS0020 about an excavation incident involving excavation without an 811 ticket with damage to natural gas utility on 11/9/2023 at approximately 25685 Buckeye Meadow Lane, Homeland California 92548.

The Board investigates excavation incidents to understand what happened, determine whether any potential safety violations were involved, and better understand how to prevent future accidents.

See the information request attached and **by 1/12/2024** please forward any records you have associated with this incident such as photos, USA Tickets, written communications, or other documentation.

Please let me know a good day for an interview and please retain all records that pertain to this incident for our discussion.

I also have a series of questions for you in advance which in some cases could take the place of an interview.

Please respond to the best of your ability and call me at 279-789-1818 if you have any questions or would prefer to speak by phone.

Thanks for your time to help improve public safety in California.

Questions

1. Was the area delineated prior to the incident? If so, how was it delineated? Please provide the photos demonstrating the delineated area.

The area was delineated in white, we have no pictures.

2. When did Rancho West Landscape obtain an 811 ticket?

10/6/23

3. Were you aware that you needed to contact 811 to notify them of your planned excavation?

Yes

4. Could you please provide a copy or number for your 811 ticket?

Yes ticket number is attached

5. Please provide all written policies and procedures regarding obtaining an 811 ticket and delineating the jobsite.

Procedures attached in email.

6. Did Southern California Gas Company respond to the 811-ticket request? If so, when and how did they mark their facilities?

Yes SoCal Gas responded, they marked with yellow paint.

7. Who hired you to complete the project?

KB Home

8. What was the scope of work for this project? Please provide the job contract.

Irrigation and Planting

9. How many people did you have on the job site that day? Please provide names and contact information for all personnel on the job site.

2 people working that day:

Jorge Morales: [REDACTED]

Enrique Salgado: [REDACTED]

10. What equipment was used to perform the work?

Mini Excavator (John Deere 17g)

11. Who owns the equipment used for the job? If the equipment was rented; please provide the rental contract with the name and contact information of the vendor who rented you the equipment.

Rancho West Landscape Inc.

12. Please provide all written policies and procedures regarding the use of equipment at the jobsite.

Procedures attached

13. Approximately what time did the incident happen?

Approximately 1:30PM

14. How did [insert excavation company name] prepare the jobsite prior to the work beginning?

Rancho West Landscape, prior do digging we called the dig alert and delineated the area.

15. What tool/equipment made contact with the [insert damaged] facility at the time of the incident?

The excavator hit the gas line

16. How did Rancho West Landscape learn that the Southern California Gas Company facility was hit/damaged?

You could see gas escaping the line

17. Please provide all written policies and procedures regarding what to do after an excavation incident occurs.

Procedures attached

18. How did Rancho West Landscape respond to the incident?

We called SoCal gas

19. Were there any injuries to any personnel on site?

No.

20. What would Rancho West Landscape have done differently to prevent another similar incident in the future?

We will provide further training for operators and further enforce policy and procedures.

21. Could you please provide a copy of all the photos taken at the site.

Photos attached

22. Please describe all the property damages, injuries, fire, etc, caused by this incident.

No injuries or damages to any property

23. Is there any other information which you feel is important to this incident?

We called the dig alert on 10/6/23 the job was supposed to start on 10/12/13 the job did not start until 11/9/23 the ticket was expired by then.

Jeff McClenahan (He/him)

Senior Policy Investigator | Underground Investigations Division

Office of Energy Infrastructure Safety

715 P Street, 20th Floor

Sacramento, CA 95814



[EnergySafety.ca.gov](https://www.energy.ca.gov)

Exhibit 4

Incident report

On 11/9/23 at about 1:30pm I received a call from Enrique stating that they had hit a gas line. I informed him to clear the area make sure there was no one on site and notify the Construction superintendent. We completed an investigation on the accident and found out that the crew was operating without an active DIG alert ticket the current ticket for the job expired on 11/3/23. The Supervisor did not call the office to inform them of the need to remark. We also found out that the operator Jorge Morales did not follow procedures for trenching he did have the area marked by the gas company and continued to dig without first locating utilities manually. Both employees have been written up and they have been instructed to not continue operating equipment until they have completed retraining. Any further violation by either employee of company policy will result in termination.

Ozzy Abarca

DIRECTOR OF OPERATIONS



Exhibit 5



Underground Service Alert

of Southern California™

January 18, 2024

Jeff McClenahan
Underground Safety Board
715 P St, 20th Floor
Sacramento, CA 95814

File Number: Unknown

Dear Jeff,

Attached is DigAlert ticket(s) A232790464 as requested. I hope this information will be helpful.

If we can be of further assistance, please call us at 951-808-8100.

Sincerely,

Amber Dahl
Safety Awareness Director

MBRCOD 00001B USAS 01/18/24 10:05:54 A232790464-00A NEW NORM POLY LREQ

Ticket: A232790464 Rev: 00A Created: 10/06/23 13:17 User: ALE Chan: 097

Work Start: 10/11/23 17:01 Legal Start: 10/11/23 17:01 Expires: 11/03/23 23:59

Response required: Y Priority: 2

Excavator Information

Company: RANCHO WEST LANDSCAPE Type: CONT
Co Addr: 28325 SOMERS RD
City : MURRIETA State: CA Zip: 92563
Created By: ERIC SOLANO Language: ENGLISH
Office Phone: 951-301-3979 SMS/Cell: [REDACTED]
Office Email: [REDACTED]

Site Contact: ERIC SOLANO

Site Phone: [REDACTED] Site SMS/Cell:
Site Email:

Excavation Area

State: CA County: RIVERSIDE Place: HOMELAND

Zip: 92548

Address : Street: CULPA CALAVERAS RD

Cross 1 : BODEGA LN

Cross 2 :

Location: BOTH SIDES OF CULPA CALAVERAS RD FROM BODEGA LN W/TO BUCKEYE MEADOW

: LN; BOTH SIDES OF BUCKEYE MEADOW LN FROM CULPA CALAVERAS RD S/FOR

: APPROX 148FT **ST'S SHOWN ON GOOGLE MAPS**

Searchable Tags:

Job size: sq-feet: 73425 sq-miles: 0.002634

Delineated Method: WHITEPAINT

Work Type: INSTALL IRRIGATION & LANDSCAPING

Work For : KB HOMES

Permit: Job/Work order: COUNTRY VIEW POC 3

Project ID:

Project Name:

1 Year: N Boring: N Street/Sidewalk: N Vacuum: N Explosives: N Pavement Only: N

Lat/Long

Center Generated (NAD83): 33.747504/-117.135137 33.747556/-117.133842

: 33.746703/-117.135105 33.746755/-117.133809

Excavator Provided: 33.747329/-117.134084 33.747314/-117.134886

: 33.746907/-117.134877

Map link:

https://newtin.digalert.org/newtinweb/map_tkt.nap?TRG=AF5zFnElBpBn4kC-X

Members:

EMWRECWTR EMWSWR EMWWATER SCG10M USCESJ

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Ticket Responses for: A232790464-00A

Member	Name	Rev	Responded	By	Response
EMWRECWTR	EASTERN MUNICIPAL WATER DISTRICT	00A	10/09/23 07:38:49 AM	Dennis Garcia	(002) CLEAR - NO CONFLICT BUT PRIVATELY OWNED UTILITY ON PROPERTY - CONTACT PRIVATE UTILITY OWNER FOR LOCATE
EMWSWR	EASTERN MUNICIPAL WATER DISTRICT	00A	10/09/23 07:38:52 AM	Dennis Garcia	(002) CLEAR - NO CONFLICT BUT PRIVATELY OWNED UTILITY ON PROPERTY - CONTACT PRIVATE UTILITY OWNER FOR LOCATE
EMWWATER	EASTERN MUNICIPAL WATER DISTRICT	00A	10/09/23 07:38:56 AM	Dennis Garcia	(002) CLEAR - NO CONFLICT BUT PRIVATELY OWNED UTILITY ON PROPERTY - CONTACT PRIVATE UTILITY OWNER FOR LOCATE
SCG10M	SOCALGAS DISTRIBUTION RAMONA	00A	10/10/23 11:43:50 AM	PRSDG01 OCELAYA	(010) LOCATE AREA MARKED
USCESJ	UTILIQUEST FOR SCE DIST-SAN JACINTO REG	00A	10/10/23 03:15:59 PM	UQ Responder	(022) NO DELINEATION - RESEND TICKET REQUESTED

Exhibit 6

From: [Amber Dahl](#)
To: McClenahan, Jeff@EnergySafety
Subject: RE: Underground Safety Board: Copy of ticket A232790464
Date: Tuesday, February 13, 2024 9:59:38 AM
Attachments: [25685 Buckeye Meadow Ln.pdf](#)

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Regarding ticket A232790464 there were no revisions. It was created on 10/6/23 and expired on 11/3/23.

If there was a damage and it was reported to DigAlert, it would have created a revision. Anytime a ticket is resubmitted for any reason will generate a revision.

Attached are tickets found from **10/9/23 – 11/16/23** submitted by Rancho West Landscape near 25685 Buckeye Meadow Ln, Homeland CA. There were no damage tickets submitted. On ticket A232700677 there are revisions but as you can see under comments it was just to renew the ticket for another 28 calendar days due to on-going excavation.

If or when a damage ticket is submitted it will show on the ticket type as DMGE and in the comments section is should document the damage providing what type of facility was damaged and where the damage is in relation to the ticket location description.

Hope this helps.

Thank you,



Amber Dahl, Safety Director
Underground Service Alert of Southern California
PO BOX 77070 Corona, CA 92877
P: [REDACTED] F: 951-808-8101
E: [REDACTED] W: www.digalert.org



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From: McClenahan, Jeff@EnergySafety [REDACTED]
Sent: Tuesday, February 13, 2024 9:27 AM
To: Amber Dahl [REDACTED]

Subject: RE: Underground Safety Board: Copy of ticket A232790464

Hi Amber,

Following up on this just to be clear, (1) are damage tickets counted as a revision, so on the prior email you confirmed that there are not any damage tickets associated with ticket A232790464?

And (2), were there any damage tickets for Rancho West Landscape between 11/9/23 and 11/16/23 at or around 25685 Buckeye Meadow Lane, Homeland California 92548?

Thanks for your time on this,

Jeff McClenahan (He/him)

Senior Policy Investigator | Underground Investigations Division

Office of Energy Infrastructure Safety

[REDACTED]

From: Amber Dahl [REDACTED]

Sent: Thursday, January 18, 2024 10:13 AM

To: McClenahan, Jeff@EnergySafety [REDACTED]

Subject: RE: Underground Safety Board: Copy of ticket A232790464

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There were no revisions associated with the ticket A232790464.

Thank you,



Amber Dahl, Safety Director
Underground Service Alert of Southern California
PO BOX 77070 Corona, CA 92877
P: [REDACTED] F: 951-808-8101
E: [REDACTED] W: www.digalert.org



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From: McClenahan, Jeff@EnergySafety [REDACTED]
Sent: Thursday, January 18, 2024 9:41 AM
To: Amber Dahl [REDACTED]
Subject: Underground Safety Board: Copy of ticket A232790464

Hi Amber,

Could you please provide a copy of the ticket and any revisions for ticket number **A232790464**?

Thank you!

Jeff McClenahan (He/him)

Senior Policy Investigator | Underground Investigations Division

Office of Energy Infrastructure Safety

715 P Street, 20th Floor

Sacramento, CA 95814

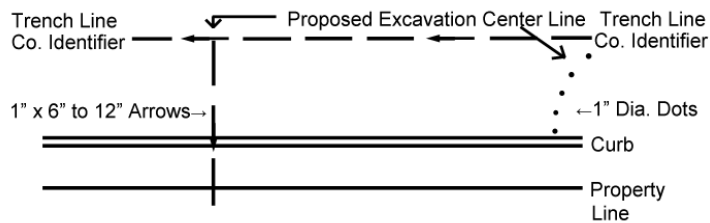
[REDACTED]

EnergySafety.ca.gov

Exhibit 7

811 –Dig Alert

1. Mark out proposed excavation are with wait paint or white flags
2. Fill out DIG Alert ticket & Call 811
3. Wait for confirmation and active date from all utilities
4. Provide operator with DIG alert Ticket
5. DO NOT USE EQUIPMENT WITHING 24" OF EACH SIDE WERE UTILITIES ARE MARKED ONLY HAND TOOLS ALLOWED TO LOCATE EXACT LOCATION
6. If utilities are damaged inform the construction superintendent and call 911 if necessary











	Proposed Excavation (white)
	Temporary Survey Markings (pink)
	Electric Power Lines (red)
	Gas, Oil & Steam (yellow)
	Communications (Telephone & Cable TV) (orange)
	Water (blue)
	Reclaimed Water (purple)
	Sewer and Storm Drains (green)

Exhibit 8

Operators Instructions

1. Before commencing the excavation/ digging call your supervisor and get a copy of your DIG alert ticket
2. Insure the ticket is active and the areas have been marked and you have confirmation from all utilities
3. No equipment to be used 24" from any utility marks
4. Identify if traffic control is needed and close of any access to the job from the public
5. Ensure your equipment is in good working conditions and free of any potential hazardous
6. Walk the area were you will excavate and identify any existing damages to the area (Broken concrete, damaged curbs, broken walls fence)
7. Make sure you have a spotter when you start digging and make sure all safety gear is being worn
8. Check the equipment at the end of the day for any damages and report to the mechanics as needed