

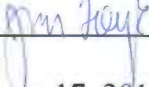


Safety Administrative Procedure

Special Provisions

Prepared by: Gordon Hood, Coordinator Health, Safety and Environment

Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 5.3

Effective: August 17, 2018 **Replaces:** February 12, 2018

Cemetery:

The South Hill cemetery is exempt from the provisions of this policy and associated procedures when digging within existing grave plots that have been assessed as not containing any utilities. Any additional grave plot areas added to the cemetery would require a similar assessment prior to being included in the exemption and plots should not be permitted in these new areas if they are directly over or within a distance of normal excavation of any utility. New utility requests will be denied within the boundaries of the existing cemetery plots. In addition the two tree plantation areas contained within the cemetery boundaries are also exempted from the requirements provided they have been assessed as not containing utilities. All assessments must be documented and maintained with cemetery files and maps.

After excavating traditional grave sites, a shoring device will be placed within each grave to ensure stability of the banks, in type 3 and 4 soils, for individuals or equipment that is required to work within close proximity of the edge to facilitate the burial process. Without the shoring device in place the 1 metre buffer area must be used around this type of excavated area. This shoring device does not permit workers to enter the straight walled excavation area unless it extends the entire height of the excavated area regardless of soil type.

Gravel/Clay Pit:

The pits are also exempted from the requirements of this policy provided an assessment has been conducted to ensure no underground utilities exist within the boundaries of planned excavation areas. There are some special provisions that apply to these locations including:

- Loaders, excavators or other heavy equipment can only work on a face of the pit provided the bucket can reach within 2 metres of the top of the face or straight walled area.
- Individuals outside of equipment, are not allowed in buffer areas equal to the height of any straight walled sections or faces unless they are less than 1.2 metres in height.

- All straight walled sections or faces will be protected at the top and along any open sides of access ramps with a berm of at least $\frac{1}{2}$ the height of the largest tire for equipment/vehicles that could access the top of the excavated area. Signage may also be required along these sections to provide warning.
- Prior to abandoning areas or removing berms side slopes will be returned to a slope of 4:1.