

CONTINGENCY PLAN
Township of Tay - QMS Operational Plan

Township of Tay Water Treatment & Distribution Systems

Element 8.10 – Risk Assessment Outcomes**Problem: Watermain Break Procedure**

1. Assess the watermain break upon arrival onsite.
2. Locate isolation valves and reduce the flow at the watermain break to an acceptable level for the repair and to prevent property damage.
3. At this point, one of the experienced operators onsite will be assumed as the OIC for the excavation and repair.
4. Notify ORO and/or Lead Hand with a summary of issues and conditions.
5. The OIC will ensure that locates are called and the necessary equipment is organized for the excavation and repair process. Call in locates to Ontario One Call 1-800-400-2255.
6. Refer to *Traffic Control & Signage Book 7 field edition* for temporary site setup and traffic control.
7. Ensure that all locates have been received prior to proceeding with the excavation.
8. The OIC will oversee the repair.
9. Follow the *Ontario Watermain Disinfection Procedure* (located in the SOP Binder, Section 4) that the M.O.E.C.C. has developed during the repair process and to categorize the watermain break.
10. All rules for trench sloping and trench boxes apply. Refer to *Trenching Manual* in the manuals section of the SOP binder.
11. It is the responsibility of the OIC onsite to ensure that the procedure is followed and the repair is completed.
12. The OIC is responsible for any follow-up, including any notifications and/or sampling, if required.
13. If the OIC has to leave the site, they will pass on the OIC designation to another experienced operator.