

Code of Safe Practices for Excavation, Trenching, and Shoring Activities on Campus

This document is to be used in conjunction with Attachment 8 of the campus IIPP entitled Code of Safe Practices, Shop, Facilities, Operations, and Maintenance Staff. Employees participating in excavation construction activities shall be familiar with and comply with the safe practices included in this document and all applicable requirements included in the Excavation, Trenching, and Shoring Program at San Diego State University.

1. All employees who participate in excavation work activities shall be informed and aware of the basic hazards.
2. Competent persons shall receive specific training.
3. A competent person shall inspect the excavation and protective systems daily before the start of work and throughout the day as conditions change.
4. The competent person shall have the authority to implement corrective action as necessary.
5. The excavation operation shall be pre-planned to identify safe work practices, hazard recognition procedures, and soil determination/analysis tasks.
6. Prior to beginning excavation work underground utilities shall be located and identified.
7. Prior to beginning excavation work adjacent structures shall be stabilized.
8. Protective systems shall be in place to protect employees from cave-ins.
9. The area adjacent to the excavation shall be evaluated for previously backfilled excavations or the potential for vibration and possibly additional shoring or bracing may need to be provided.
10. Excavation sites shall be tested for oxygen deficiency or the presence of other hazardous atmosphere prior to entry as applicable.
11. SDSU employees shall not enter or work in excavations with a hazardous atmosphere.
12. Water accumulation shall be prevented whenever possible and adequate precautions shall be implemented to protect employees as applicable.
13. Excavated material and all tools shall be retained 2 or more feet from the edge of the excavation so they do not fall into the excavation.
14. Employees shall stay away from equipment loading or unloading material.
15. Employees shall be protected from loads or objects falling from lifting or excavating equipment.
16. Employees shall wear all required personal protective equipment as appropriate.
17. Appropriate barricades, signs, and other protective devices shall be in place to protect the public.
18. All equipment and materials shall be in good working condition.
19. Stairs or ladders shall be provided when employees enter excavations over 4 feet deep.
20. An exit shall be provided every 25 feet in the excavation.