

Trenching and Excavation Notification Form

The following form will be used to notify Facilities Management (FM) Dig Safe (phone 581-2682) and Safety and Environmental Management (SEM) when excavation activities are planned. At least 24 hours notice is required. If this is an emergency project, a minimum of 4 hours notification is required. OSHA 29 CFR 1926.650-652 Subpart P.

Location of Proposed Excavation:	Scope of Work:				
Physical description of proposed excavation (size, depth, length)	Proposed Work Date Range/Times:		Size of Crew: <i>(2 person minimum)</i>		
	Start:	End:			
Assigned Competent Person and Phone #:	Project Manager and Phone #:				
Answer the following questions			Yes	No	N/A
Are underground utilities present?					
Has Dig Safe/FM Dig Safe been notified? If yes, what utilities have been notified?					
Are overhead power lines present? If yes, is de-energizing required?					
Have the appropriate departments been notified of operations impacting these utilities?					
Have emergency personnel been notified (if required)?					
Will barricades be used to protect personnel? If yes, describe the types of barricades and the location where they will be placed.					
Is a review by a Registered Professional Engineer (PE) required? If yes, please print name of PE.					
Please sign and date below. Project Supervisor review by: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <i>Signature</i> <i>Date</i> </div> FM Safety Coordinator review by: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <i>Signature</i> <i>Date</i> </div>					

Please FAX a completed copy of this form to SEM at 581-4085.