

YSU Excavation Daily Permit & Checklist

Project Name: _____ Location: _____

Competent Person: _____

Pre-Excavation Requirements

- Excavation approved
- Private utilities identified and located (through records and/or private locator)
- OHIO811 Notification requested or notification/ticket number: _____
- 2 working day notice met
- Work start date within 16-day limit
- Site pre-marked (white paint/flags)
- Utility markings complete
- Positive response received. Every utility on the ticket has responded
- Daily inspection logs
- Soil classification records

Safety Requirements

- Workers trained in excavation safety
- All PPE and required safety equipment are available and used
- Utility tolerance zones identified
- Emergency contacts available
- Soil classification determined
- Protective system in place
- No signs of cave-in or distress
- Safe access/egress provided
- Spoil pile ≥ 2 ft from edge
- Competent Person present at all times during excavation activities
- Excavations 5 feet or greater require protective systems unless in stable rock
- Sloping angles, trench boxes, bench systems in compliance with OSHA/PERRP standards.
- Safe entry/exit (ladder, ramp, etc.) provided within 25' of workers in trench if trench ≥ 4 feet deep
- Excavation properly barricaded
- Dewatering measures used if necessary

Excavation Controls

- Utilities in tolerance zone exposed by potholing using hand digging or vacuum excavation prior to mechanical excavation
- Markings protected or re-marked if disturbed, destroyed, or become unclear

Post-Work

- Site restored
- Any damages reported to OHIO811 or utility owner
- Project closed by Facilities

Authorization Signatures:

- **Competent Person:** _____ Date: _____
- **Project Manager (If needed):** _____ Date: _____
- **Facilities Representative (If needed):** _____ Date: _____
- **EHS (If needed):** _____ Date: _____

Submit completed form to the YSU EHS Department