



**Facilities Operations
Policy Statement
OP-2
Excavation and Trenching**

1. **Purpose:** To provide clarifying information in regards to excavation and trenching being conducted by Facilities Operation personnel in accordance with UNC Charlotte's Safety Policy. All supervisors and those staff members engaged in excavation and trenching operations shall be thoroughly familiar with UNC Charlotte's Safety Policy.
2. **Background:** Most excavation and trenching on campus by Facilities Operation personnel will be to repair broken or leaking water lines, steam lines and/or sewer lines. On occasion there will be trenching for electrical and communications work. This work may be performed by University Employees or Contractors. In either case the University's Safety Policy must be adhered to.
3. **Responsibilities:** Before beginning any excavation, the estimated locations of utilities such as electric, steam, telephone, natural gas, water and sewer must be determined. Facilities Operation has established a policy for requesting utility locates. The supervisor/project coordinator shall ensure utility locations and hazards are identified beforehand. The supervisor/project coordinator shall also assemble the members of the "dig team", including a "competent" person, to review the purpose of the excavation, hazards that are present and individual responsibilities and safeguards. If there is a utility in the immediate area of the dig which may be impacted, the supervisor/project coordinator shall include an appropriate representative of that utility on the dig team during planning and execution.
4. **Additional Requirements:** Lockout and tagout procedures may need to be employed to safeguard employees from live steam, natural gas, water or electrical power. Air monitoring and confined space rules may also apply. You will find additional procedures and responsibilities spelled out in the UNC Charlotte Safety Manual for Trenching, Confined Space Entry and Lockout/Tagout. The supervisor/project coordinator shall be familiar with all these requirements.


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