

## **Unit Order: 2010-01 DIGGING AND EXCAVATION PROCEDURES**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures to ensure that appropriate safety measures are utilized for digging and excavation work.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel.

### **ORDER:**

Effective immediately, FSB digging and excavation procedures shall be followed for all digging and excavation work. The purpose of the procedure is to ensure that DigAlert, utility companies, and FSB management are fully aware of the intent to dig or excavate. This procedure requires that specific measures are taken to protect the health and safety of employees and workers.

### **PROCEDURE:**

The Director of FSB or his designee must authorize, in writing, any digging and excavating on County property. This permission is given based on the location of utilities and the assurance that a "competent person", as defined by Cal/OSHA Standard California Code of Regulations, Title 8, Section 1540 and 1541, will be on the work site during all digging and excavation processes. All existing County and Department policies and procedures shall be followed.

Any persons desiring permission to dig on County property must complete and submit a written "**Digging and Excavation Request**" memorandum and area sketch to the Director, three (3) working days in advance, to provide for proper clearing and investigation. Use of Departmental form (SH-AD-32A Office Correspondence) shall be used when submitting written requests. Under emergency conditions, the Director or his designee can waive this three-day requirement.

This procedure applies to all persons performing any digging and/or excavation that will exceed fourteen inches (14") in depth on Los Angeles County property.

A list of trained "competent person" personnel shall be maintained by the FSB Excavation Coordinator. The Coordinator shall be appointed by the FSB Director as a collateral duty. The Coordinator shall be responsible for assigning FSB personnel for training, which shall be repeated annually; maintaining and tracking excavation requests; and updating a current list of trained "competent person" personnel.

At least two days prior to any excavation or digging on County Property, DigAlert must be called at: (800) 227-2600

### **Excavation guidelines:**

**Any excavation forty-eight inches (48") or greater must:**

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- Be provided with an adequate exit (steps, ladder, or ramp) every twenty-five feet (25") if employees are expected to enter.
- Be tested for hazardous gases or oxygen deficiency if such conditions are likely to exist (excavation near gas mains, laboratory buildings, underground storage tanks, marshes, creeks, or sewers).

**Any excavation five feet (5'0) or greater must:**

- Meet the conditions outlined above.
  - Have an adequate means of protection (shoring or sloping) and be inspected prior to and during the work shift by a "competent person."
  - The "competent person" must be on site at all times when employees are in the excavation and shall have the authority to stop work if hazardous conditions are detected. The "competent person" shall not be the equipment operator.
  - Only persons receiving special training to the satisfaction of the Director of Facilities Services Bureau may be qualified as "competent persons."
  - Employees shall not work under loads being handled by digging or lifting equipment.
  - If employees enter the excavation, both the removed soil and other work materials should be stored a minimum of two feet (2') from the edge.
  - Personal Protective Equipment (PPE), such as safety vests, safety shoes, hardhats, and safety glasses must be worn as appropriate for the work area.
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