

Northern Kentucky University	Policy Link: Occupational Safety Policy
Issue Date: 11/02/2018	Title: EXCAVATION PROCEDURE
Revised Date:	

OBJECTIVE AND PURPOSE

The purpose of this procedure is to provide safe guidance for excavating on the property of Northern Kentucky University. The requirements of this document apply to all employees and contractors performing excavation activities on NKU campus. This procedure is administered under the authority of University Occupational Safety Policy.

DEFINITIONS

Excavation - any activity that results in the movement, placement, probing, boring, or removal of earth, rock, or other material in or on the ground by the use of any tools or equipment, by the discharge of explosives, or by the harvesting of timber using mechanized equipment. Forms of excavating include but are not limited to auguring, backfilling, digging, ditching, drilling, driving, grading, piling, pulling-in, ripping, scraping, trenching, and tunneling. Driving wooden stakes by use of hand tools to a depth of six (6) inches or less below existing grade shall not constitute excavation.

Emergency - means there exists substantial likelihood that loss of life or property, the inability to restore interrupted utility service, an imminent danger to health or the environment, or the blockage of public transportation facilities will result before procedures required under KRS 367.4909 to 367.4913 can be completed.

RULES AND PROCEDURES

- The Kentucky 811 system shall be contacted (1-800-752-6007) at least 72 hours prior for all excavating activities.
- Supervisors or project managers [for contract work] are accountable for ensuring this procedure is implemented prior to start of work.
- Supervisors or project managers shall be sure that the area of work is clearly marked in white or that the person marking the area is aware of the project site limits. Temporary barricades, warning signs, hazard or warning lights, or safety fences will be employed as needed.
- Utility marking shall be completed by NKU only on projects with less than a \$50K total project cost. All other projects shall have utilities marked by a third party company of the contractor's choosing.
- The following colors will be used to mark the utilities in the work zone:
 - RED = Electric power lines, cables, conduit, and lighting cables
 - YELLOW = Gas, oil, steam, petroleum, or gaseous material
 - ORANGE = Communication, alarm, or signal lines, cables, or conduit
 - BLUE = Potable water
 - GREEN = Sewer and drain lines
 - PURPLE = Reclaimed water, irrigation, and slurry
 - PINK = Temporary survey markings
 - WHITE = Proposed excavation
- Dig tickets are good for 21 days from the day the site was marked.

- Compliance with this procedure shall not be required of authorized persons responding to emergency situations. However, these persons shall take every reasonable precaution to protect life and property.
- This procedure does not apply to planting by NKU Horticulture within flower beds that have been established for at least one year.

RESPONSIBILITIES

Safety and Emergency Management Responsibilities

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

Chair/Director Responsibilities

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices. Chairs/directors shall ensure that their employees receive required training prior to beginning work and annual/refresher training as needed. The chair/director is also responsible for maintaining their employee training records.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

TRAINING

Departments shall ensure adequate training for each employee prior to performing work related to this procedure. Documentation shall be maintained for each employee. Additional information on training and documentation requirements can be found in corresponding regulations. For additional assistance contact Safety and Emergency Management.

For additional information, forms, training, and other resources visit nku.edu/safety.