**Who and what does this program apply to?**

* This program applies to all PSU employees and students (unpaid).

**What are the key requirements of this program?**

This program has been established to accomplish the following objectives:

* Assign specific responsibilities pertaining to trench/excavation safety.
* Establish safe work practices to protect personnel from harm when working in or near trenches/excavations.
* Ensure compliance with OSHA safety regulations.

Key requirements include, but aren’t limited to:

-Employees are required to be trained in trench/excavation safety when they enter trenches of approximately four feet or more in depth.

-Trenches/excavations that reach a depth of four feet or more require a stairway, ladder, ramp or other safe means of ingress/egress.

-Trenches/excavations that reach a depth of five feet or more, require protection from cave-ins provided by an adequate protective system.

-Documented inspections are required for trenches/excavations that reach a depth of five feet or more.

-Personnel working in excavations/trenches are required to wear the following PPE (at a minimum): Safety glasses, hardhat, gloves (as needed), high visibility vest/clothing, and safety shoes.

* Supervisors:
* Ensure employees attend training.
* Ensure employees comply with this program.
* Be thoroughly informed of the contents of this program and how it applies to their areas of responsibility and authority.
* Investigate trenching injuries and incidents within their area of authority.
* Take prompt corrective action when unsafe conditions or practices are observed.
* Office of Physical Plant (OPP), College of Agricultural Sciences (COAS) and Commonwealth Campus locations:
* Notify the Pennsylvania One Call system of intent to dig prior to starting work;
* Mark the locations of Penn State owned utilities, this does not include other non- PSU utilities for example; Verizon, Columbia Gas, telecom and etc.;
* Maintain utility markings;
* Perform the excavation work, or secure contractor to perform the work;
* Install the appropriate protective system for class C soil (Unless soil is required to be reclassified, see section 8.9);
* Ensure open trenches and excavations are secured or fenced when not attended;
* Perform trench inspections as needed (daily, weather change, condition change, etc);
* Submit any Alleged Violation Report (AVR) to Pennsylvania Public Utility Commission as applicable. A situation such as, but not limited to, damage to an underground line.
* Employees/Students:
* Comply with the requirements of this program.
* Attend training sessions as required.
* Report any concerns related to trenching/excavating to their immediate supervisor.
* Training Requirements:
	+ Employees shall be trained to the Competent Person level prior to entering a trench or excavation.
* Students (non-paid) - If a student (unpaid) is required to enter a trench or excavation they must first complete online trenching and excavation safety training.
* Inspection Requirements:
	+ Before entering a trench or excavation it must be inspected by a Competent Person. This inspection is required to be documented.
* Recordkeeping Requirements:
	+ Training records shall be maintained on file from end of calendar year in which course ends or separation of employment + 30 years.
	+ Inspection records shall be maintained on file from end of calendar year + 1 year.

**For additional information:**

* Penn State University Trench and Excavation Safety Program.
* OSHA Regulations: OSHA CFR 1926 Subpart P – Excavations.
* PSU Permit Required Confined Space Program.