



MISSOURI
ONE CALL SYSTEM

Jobsite Pre-Excavation Damage Prevention Checklist

Excavator Name:		Supervisor Name:	
Locate Req #:		Jobsite Address:	
Ticket Owner:		Date:	

This checklist is designed to assist the excavator, supervisor, safety manager, and all jobsite personnel safely conduct an excavation. In no way is this checklist all-inclusive for each jobsite. Please review each checklist item and consult with a supervisor if more clarification is needed. Additional resources can be found on the MOCS website at <https://mo1call.com>.

Excavator Ticket Management — Review

Excavator Review Date: _____ Supervisor Review Date: _____

<input type="checkbox"/> All utilities responded	<input type="checkbox"/> Utilities clearly marked	<input type="checkbox"/> Pre-excavation photos uploaded
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Jobsite Walk Around — Review

Excavator Initials/Date: _____ Supervisor Initials/Date: _____

<input type="checkbox"/> Boundaries of the excavation area	<input type="checkbox"/> Private utilities	<input type="checkbox"/> Utility pedestals
<input type="checkbox"/> Utilities clearly marked	<input type="checkbox"/> Power poles with utility drops	<input type="checkbox"/> Pad-mounted transformers
<input type="checkbox"/> Unmarked / Mis-marked utilities	<input type="checkbox"/> Overhead power lines clearance	<input type="checkbox"/> Utility entrances near buildings

Jobsite Safety Meeting — All Jobsite Personnel

Safety Presenter: _____ Date: _____

<p>Utilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Markings clear / visible <input type="checkbox"/> Estimated depth of utilities <input type="checkbox"/> Private lines present on jobsite <input type="checkbox"/> Overhead utilities present on jobsite <p>Safety Rules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reporting hazards / safety concerns / incidents <input type="checkbox"/> PPE (high-vis apparel, hard hats, safety glasses) <input type="checkbox"/> Suspended loads <input type="checkbox"/> Cones / signs / barricades 	<p>Trench Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shoring / sloping / shields <input type="checkbox"/> Trench inspection <input type="checkbox"/> Equipment set back 2' from trench edge <input type="checkbox"/> Exit ladder / slope <25' away <input type="checkbox"/> Ladder secured / extend 3' above trench 	<p>Dangers of not using the One Call System</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dangers of blind boring <input type="checkbox"/> Support exposed utility lines <input type="checkbox"/> Shade all lines with good fill dirt (free of rocks, trash, lumber, etc.) <input type="checkbox"/> Importance of potholing <input type="checkbox"/> 2' Tolerance Zone <input type="checkbox"/> Hand digging techniques
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