

Appendix J

Cal/OSHA Reporting Process

Whenever any trenching and shoring activity is about take place, Facilities Management must notify EH&S as soon as possible, or at least 48 hours before the work has been scheduled. All emergency trenching work must also be reported to EH&S as soon as it has been determined that the activity will take place. The following people have been designated as the EH&S Department contacts:

Primary contact:

[Sandra Huang Conrad](#)

(949) 824-6982 office

(949) 378-8993 cell phone

Secondary contact:

[David Mori](#)

(949) 824-9940 office

(949) 279-5590 cell phone

If neither Sandra nor Dave are available, please call the main EH&S phone at (949) 824-6200 for assistance.

The following information must be provided to EH&S when notifying them about trenching and shoring activities:

1. Has the [Hazard Assessment and Trench Entry and Authorization Form \(Appendix C\)](#) been completed?
2. Who is the Competent Person on site?
3. What is the depth of the trench?
4. What is the length of the trench?
5. What method of trench protection is being used?
6. What are the results of the soil analysis?