



**SAFE WORK PRACTICE**

<b>TITLE</b>	Excavating and Trenching
<b>GENERAL</b>	Protecting workers from injuries associated with excavating and trenching.
<b>APPLICATION</b>	No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed unless said trench or excavation is shallower than the legal minimums and the soil is stable.
<b>PROTECTIVE MECHANISMS</b>	Safe work procedures Manufacturers specifications PPE ERP (Emergency Response Plan)
<b>SELECTION AND USE</b>	As per job requirement
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements and to pre-plan trench/excavation soil condition. A designated and competent supervisor must be on site at all times during excavation and trenching operations.
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Prior to commencement of any excavation ensure that all underground and/or overhead lines have been identified, exposed, and well-marked/flagged.</li> <li>2. Ensure clearances are valid and onsite at all times during excavation</li> <li>3. Control traffic near roads or busy access ways.</li> <li>4. Use traffic controllers/flaggers.</li> <li>5. Set up barricades.</li> <li>6. Provide ladders in immediate area for access/egress of trenches, excavations.</li> <li>7. If excavation is more than 1.5 M deep, a competent person must be located on the surface to alert workers of potential unsafe conditions.</li> <li>8. Remain alert to changing soil conditions or job scope.</li> <li>9. Keep in good communication with the excavator operator and other workers.</li> <li>10. Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage, or other approved method.</li> <li>11. Know the location of all documentation and emergency equipment.</li> </ol>