



# United Safety Net

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## SAFETY MEETING - ENGLISH EXCAVATION AND TRENCHING

### EXCAVATION AND TRENCHING

1. the national "Call Before You Dig" number 811 or locally designated number to verify that utilities are marked and the depth is verified before starting any digging activities.
2. Wear appropriate personal protective equipment (PPE) as required by the task being performed and as required per OSHA regulations.
3. Ensure that the following Best Practices are followed if the excavation is to be occupied:
  - a. No employee shall enter any excavation until necessary protective systems are in place and the competent person has determined that the excavation is safe to enter.
  - b. Maintain a 2 foot lateral open area between the edge of the excavation and any material, equipment, and spoil.
  - c. Assure that proper sloping, benching, or shoring techniques are utilized in excavations of 5 feet or greater in depth.
  - d. Be aware of different soil classification and use the correct sloping for each classification.
4. Check for and remove any accumulation of water in the excavation.
5. If the excavation is 4 feet or greater in depth, ensure a fixed means of proper egress within a maximum lateral travel distance of 25 feet.
6. Ensure that the competent person inspects and documents the excavation checklist at the beginning of each day, each shift change, and after every change of weather (i.e. rain storm)
7. Protective systems for excavations of 20 feet or greater in depth must be designed by a registered professional engineer.
8. Ensure that the public will be protected from all open excavations.
9. Ensure all personnel, tools, and foreign materials are clear prior to backfilling.
10. Comply with company specifications for backfilling.
11. Ensure the protection and support of existing utilities and structures.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time: \_\_\_\_\_ / \_\_\_\_\_ AM - PM

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

#### Attendees:

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