

## SAFE JOB PROCEDURES

Job procedure: Excavation and Trenching

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<u>Equipment Required</u>	<u>Material Required</u>	<u>Personal Protective Equipment</u>
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Back Hoe Ladder	Shoring Material	PPE as required
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### ONLY TRAINED PERSONNEL TO USE

#### Job Steps:

1. Ensure that the underground lines have been checked. Clear through the office.
2. The operator will do a visual inspection. This includes checking for oil leaks, air leaks and the inspection of all bolts, lug nuts, windshields, and exhaust systems.
3. The operator will climb into the machine using the 3-point contact method, (two hands and one foot or two feet and one hand) and check for any danger or "do not operate tags"
4. If there are no such tags on the equipment, then the operator will check to make sure the equipment is in neutral that the parking brake is set.
5. Put the seat belt on.
6. Turn the start key.
7. Stabilize the backhoe with the outriggers and bucket.
8. When the engine is running at idle the operator will check again all park and emergency brakes and drop all hydraulic accessories.
9. Let the machine warm up for at least 15 minutes. Grease all moving parts.
10. If dismounting from the machine, disengage the seat belt. The operator will dismount safely from the machine using the 3-point contact method.
11. When operating, the spoil pile must be placed at least 3 feet away from edge of trench or excavation.
12. The trench must have adequate access and egress.
13. Protective barricades should be installed to protect workers and the public.
14. The walls and faces of the trench must be cut back 45 degrees if over 3 feet in height or shoring must be provided.
15. Ladders must be secured and extend three rungs above ground level.
16. No vehicles should be within a distance equal to the depth of the excavation.
17. Work material & equipment must be at least 6 feet back from the edge.
18. Ensure that an emergency preparedness plan is in place.

