

Safe Work Procedure

Task name Excavation

Department:	Written By: Alicia	Approved By:	Date Created: Jan 11/11	Date of last Revision:
Hazards Present:		Personal Protective Equipment or Devices Required:		Training:
<ul style="list-style-type: none"> • Cave-ins or excavation collapses • Excavated materials • Powered mobile equipment • Underground facilities • Slips, trips, and falls 		<ul style="list-style-type: none"> • Extension ladder • Safety footwear • Gloves • Safety eyewear/eye • Safety vest • Barricades 		<ul style="list-style-type: none"> • Safety Orientation • Follow Excavation Guidelines • Shoring Guidelines • Barricade Guidelines • Facilities Guidelines
Safe Job Procedure				
<ol style="list-style-type: none"> 1. Prior to commencement of any excavation ensure that all underground and / or overhead lines have been identified, exposed and well marked / flagged. 2. Facility clearances must be on site at all times. 3. Supervisor to be on site at all times when a worker is in an excavation or excavation work is being done. 4. Set up barricades as per barricade guidelines. 5. Place tools and equipment used at the excavation site so that they cannot fall into the excavation or affect the structural stability of the wall of the excavation. 6. A safe distance must be maintained from moving equipment at all times. Operators must be aware of all workers near their work area. 7. Provide shoring, install and remove as per shoring guidelines. 8. A ladder must be in place for entering and exiting and excavation more than 5 feet deep. Ladders must extend more than 3 feet from the top of the excavation and must not be located more than 10 feet from the worker inside the excavation. 9. Workers must use both hands when climbing up or down ladders. 10. Tools or equipment should not be carried up or down the ladder. 11. Excavated materials must be placed at a minimum of one meter from the edge of an excavation. 12. When moving excavated material a safety vest must be worn. 13. Excavations must be covered prior to leaving the excavation site. 				
Guidance Documents/ Standards / Applicable Legislation / Other:			Task Monitoring Process	
<ul style="list-style-type: none"> • Manitoba Workplace Safety and Health Regulations part 26 Excavations and Tunnels General Matters. 			<i>Basement Systems Winnipeg will monitor the effectiveness of any control measures implemented to reduce the risk of injury</i>	