

## Safe Work Procedure

### Proper Installment/Removal of Shoring

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Asphyxiation Fall Injuries Muscle strain Loose grounding	Steel toed boots Eye protection Hard hat Hand protection Hearing protection	Rigging Operator training

Safe Work Procedure:
<p>1. While shoring is in progress the bucket of the excavator should be placed in the trench directly in front of shoring being installed</p> <p>2 It is essential that the struts or jacks be installed from the top down. The top strut/jack be placed 0.5 metres below the surface, and the second strut/jack placed according to shoring table</p> <p>3 If plywood is used the jacks/struts must never be installed directly on the plywood. The jacks/struts must be placed on the uprights that support the plywood</p> <p>4 Once a minimum of 2 struts/jacks are placed on each set of uprights, the installation of the bottom jacks can be done</p> <p>5 This method allows the worker to be protected by the bucket of the excavator and the already installed shoring</p> <p>6. When removing shoring use the above in the reverse order.</p> <p>7 The bottom struts/jacks are removed first</p>

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***

#### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<p><b>Guidance Documents/Standards:</b></p> <p>MB Workplace Safety &amp; Health Act &amp; Regulations: 6 Personal Protective Equipment 12 Hearing Conservation and Noise Control 26.15-26.32 Excavations and Tunnels</p> <p>Work Safe Bulletin No. 142</p>	<p>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</p> <hr/> <p>Reviewed By Worker Rep/WSH Committee:</p>  <p>Date:</p>
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