

A Safe Workplace

A Workplace Safety and Health Manual for your Community

Section: III-C	Rules, Procedures, Practices and Guidelines	Page: 7
Subject:	Safe Work Procedure	Effective Date: April 01-05 Revision Date : December 30, 2005
Ref: G-4	Excavation	

PPE Required: Steel-toe boots, safety glasses, hearing protection, hard hat, coveralls, gloves

Preparation:

1. Ensure excavator is a registered contractor.
2. Notify the Workplace Safety & Health Division of the Department of Labour & Immigration prior to excavating.
3. Obtain clearance from public utilities.
4. Give notice to public.
5. Ensure experienced observer is on site.

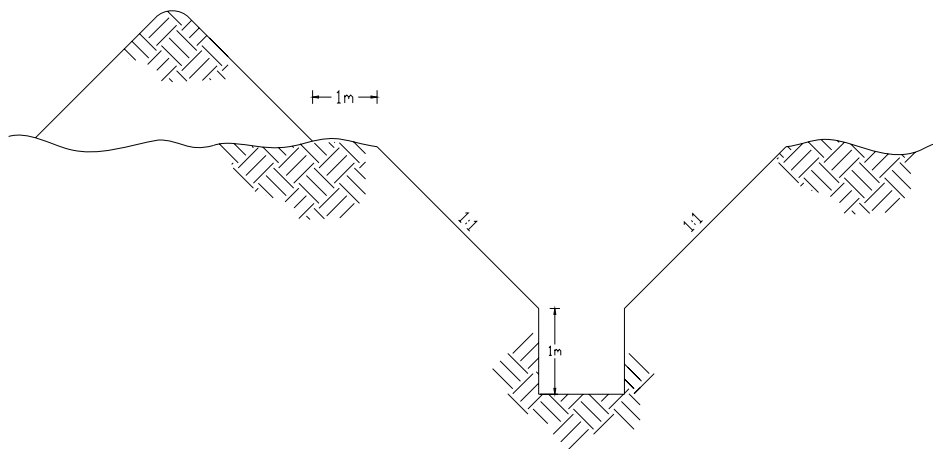
Steps:

1. Inspect the excavation site to ensure sufficient operating room and to identify equipment and excavated material placement.
2. Use the *Barricade Procedure* (section III-C, page 12) to separate motorists and pedestrians from hazards.
3. Use the *Starting Equipment Procedure* (section III-E, page 5)
4. Park excavator on level ground and stabilize with outriggers and bucket.
5. Release safety lock on hoe attachment and begin excavation.
6. ***Do not allow anyone near the excavation unless absolutely necessary.***
7. For excavations exceeding 1.8 metres (6 feet) slope the walls at a grade of 1:1 (45 degrees) after the first metre (3 feet), see drawing below. When this is not possible, use *Excavation Shoring Procedures* (section III-C, page 10)

A Safe Workplace

A Workplace Safety and Health Manual for your Community

Section: III-C	Rules, Procedures, Practices and Guidelines	Page: 8
Subject:	Safe Work Procedure	Effective Date: April 01-05 Revision Date : December 30, 2005
Ref: G-4	Excavation	



8. Place excavated material a minimum of 1 metre from edge of excavation.

Caution should be used when extending the arm to the extreme right or left with a full bucket

9. When excavation is completed, place safety lock on hoe attachment and use *Equipment Turn Off Procedure* (section III-E, page 4)
10. When entering an excavation, use the *Confined Space Entry Procedure* (section III-E, page 16).
11. After the necessary repairs or installation in the excavation are complete, use the *Starting Procedure* (section III-E, page 5) and backfill the excavation.

If leaving excavation open overnight, cover and fence the excavation.

12. Remove barricades using *Barricade Procedure* (section III-C, page 12).
13. Return excavator to garage and use *Turn Off Procedure* (section III-E, page 4).

A Safe Workplace

A Workplace Safety and Health Manual for your Community

Section: III-C	Rules, Procedures, Practices and Guidelines	Page: 9
Subject:	Safe Work Procedure	Effective Date: April 01-05 Revision Date : December 30, 2005
Ref: G-4	Excavation	

Note additional information can be found on the Department of Labour and Immigration website www.gov.mb.ca/labour/safety/publications in the Guidelines for Trenching and Excavation.