









Safe Work Practice / Job Procedure

Excavation and Trenching Where Buried Utilities, Cabling or Process Pipe may be present

Potential Hazards

- Electrical Shock
- Gas
- Fires
- Explosions
- Cave-In
- Death
- All personnel must ensure they have been appropriately trained by their supervisor.

Required Personal Protective Equipment and Devices

| Foot Protection | Hearing Protection | High Visibility | Head Protection | Eye Protection | Face Protection | Hand Protection | Protective Clothing |
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Safe Work Practices

- Always ensure you are wearing proper PPE
- **Do Not** dig unless underground hazards have been identified and controlled
- Ensure that utility companies have been notified
- **Do Not** commence work until warning signs and tape have been posted

PPE Required

- Foot Protection
- Hearing Protection
- High Visibility Vest
- Head Protection
- Hand Protection
- Job Hazard Assessment

Safe Work Procedures

1. Complete a Job Hazard Assessment copy and post at site office and general contractor
2. Identify the location of the buried utilities to your satisfaction by using one or all of the following
 - a) Have the appropriate public utility identify the location and depth of their buried utility or cable or pipe
 - b) Have the owners qualified personnel identify the location and depth of the buried utilities in the work area
 - c) Using the buried cable meter, a competent and trained worker, following the manufacturers instruction, shall identify the location and approximate depth of the utility cable
3. Mark the location and depth of the buried utility with the florescent paint
4. Measure a distance of 2 meters from the center of the buried utility and mark 2 parallel lines four meters apart with florescent paint in a dot dash manner. This area must be carefully hand dug with a shovel (no pick-axe or bars) until the buried utility is exposed this process is known as day-lighting
5. No trenching or excavating is permitted with a MAXIMUM APPROACH OF 4 METERS of any buried utility until such time as it has been day-lighted
6. At no time may trenching or excavating equipment make contact with the actual buried utility
7. Installation of new underground electrical cabling must maintain a minimum distance from buried process piping of 18"
8. Before a trench is filled in completely 12" of loose clean fill should be placed over the newly installed electrical cabling and buried cable warning tape must be placed on top so as to provide a warning for future work site excavation
9. In addition to the above job procedure you must incorporate any site specific excavation and trenching rules or policies where they exceed the above

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Date: 2022-13-06

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

This SWP must be reviewed any time the task, equipment, or materials change and at minimum, every three years.