



Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 733: Ditch Witch (Part A - Identifying Jobsite Hazards)

Introduction: The Ditch Witch configured trenching machine has been one of the most versatile machines on the construction site for several years. Although it is small and relatively easy to operate, it poses hazards like any other type of construction machinery. Jobsite hazards include death or serious injury as a result of electrocution, poisonous gases, tip-over's, loss of limb, and crushing accidents.

Follow these guidelines before operating any jobsite equipment:

- All employees must complete proper training as well as read and understand the operator's manual before using equipment.
- Before operating any equipment, review the emergency procedures and check that all safety precautions have been taken.

Identify Hazards: Use correct equipment and work methods. Use and maintain proper safety equipment.

- Wear personal protective equipment including hard hat, safety eye wear, and hearing protection.
- Do not wear jewelry or loose clothing. These items can become entangled in the machinery and cause serious injury or death.
- Verify location of previously marked underground hazards. Make sure they are clearly visible to all workers.
- Mark jobsite clearly and keep children, spectators, and animals away.

Inspect Jobsite: Inspect jobsite and perimeter for evidence of underground hazards, such as: "buried utility" notices, utility facilities without overhead lines, gas or water meters, junction boxes, drop boxes, light poles, manhole covers, and sunken ground.

- Follow U.S. Department of Labor regulations on excavating and trenching (Part 1926, Subpart P) and other similar regulations.
- Contact your local One-Call (811 in USA) or the One-Call referral number (888-258-0808 in USA and Canada) to have underground utilities located before digging. Also contact any utilities that do not participate in the One-Call service.
- Have an experienced locating equipment operator sweep area within 20 feet (6 meters) to each side of work path. Verify previously marked line and cable locations. Mark location of all buried utilities and obstructions.
- Classify the jobsite based on its hazards and use correct tools and machinery, safety equipment, and work methods for the jobsite.

Jobsite Classification: Jobsites are classified according to underground hazards present. If working:

Working Distance (Once classified, apply appropriate precautions)	Classification
within 10 feet (3 meters) of a buried electric line	electric
within 10 feet (3 meters) of a natural gas line	natural gas
in sand or granite which is capable of producing crystalline silica (quartz) dust	crystalline silica (quartz) dust
within 10 feet (3 meters) of any other hazard	other

Electric Jobsite Precautions - Use one or both of these methods:

- Expose line by careful hand digging or soft excavation.
- Have service shut down while work is in progress. Have electric company test lines before returning them to service.

Natural Gas Jobsite Precautions - In addition to positioning equipment upwind from gas lines, use one or both of these methods:

- Expose lines by careful hand digging or soft excavation.
- Have gas shut off while work is in progress. Have gas company test lines before returning them to service.

Crystalline Silica (Quartz) Dust Precautions - Follow OSHA or other guidelines for exposure to crystalline silica when trenching, sawing, or drilling through material that might produce dust containing crystalline silica (quartz).

Other Jobsite Precautions - You may need to use different methods to safely avoid other underground hazards. Talk with those knowledgeable about hazards present at each site to determine which precautions should be taken or if job should be attempted.

Conclusion: Make sure you are properly trained and have read and understand the operator's manual before operating the machine. Retrain periodically. Remember to identify all jobsite hazards and locate all underground utilities before beginning trenching or other Ditch Witch operations. Utilize these guidelines and refer to operator's manual when necessary.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Material Safety Data Sheets Reviewed: _____ (Name of Chemical)

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature: _____

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.