



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 57: Watch out for Excavations and Open Trenches on the Job-Site!

Introduction: Job-sites change on a daily basis and excavations are made quickly with the use of modern machinery. A route that you were able to travel one day may be cut off by an open trench the next, or even during the same day! Every new job on an unfamiliar job-site will hold its own hazards which you must become familiar with to do your job safely. Open trenches and excavations are especially hazardous on job sites as they may not be properly marked or barricaded, and may not be readily visible if excavated material has been removed. The following are guidelines for working around open trenches and excavations on the job:

Requirements for excavating operations:



- **Any excavation or trench** must be properly barricaded or flagged as the work progresses to alert personnel or vehicle traffic to the hazard.
- **Daily inspection** of excavations, adjacent areas, and protective systems must be made by a competent person for evidence of any hazardous situations. These inspections must be made prior to work, and as needed throughout the shift. Where hazards are found, such as excavations being improperly barricaded or flagged, employees who are exposed to the hazards must be removed until necessary safeguards are provided or restored.

Guidelines for working around excavations:

- **If you notice** that a trench or excavation is not properly barricaded or flagged notify your supervisor and co-workers.
- **When operating equipment or vehicles** adjacent to, or approaching an excavation; and the edge of the excavation is not clearly visible to the operator, a warning system such as barricades, hand or mechanical signals, or stop logs must be used.
- **Do not operate** vehicles or equipment adjacent to or in the vicinity of excavations unless required to do so, and operations have been coordinated with the supervisor of trenching operations.
- **Personnel must never** attempt to jump across an open trench or excavation. Go around or use the walkways if provided.
- **Personnel must never** enter a deep trench or excavation unless it is properly shored, sloped, or benched.
- **Be aware that** trench and excavation banks are subject to falling or caving in with little warning, especially after wet weather. Stay well back from excavation edges.
- **Do not carry** loads around job-sites, especially with excavations, unless you have a clear view of your path of travel.



Conclusion: Every year there are hundreds of injuries and fatalities from falls on the job. Be aware of the hazards of working in areas where excavations are being done. Be alert for changing situations as the job progresses, and make sure your co-workers stay advised of changes. Also, be aware that it is extremely embarrassing to drive a company vehicle into a big hole in the ground!!!



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