

Weekly Safety Meeting

Safety by Design hopes you and your team benefit from this Tool Box Talk. Please note that this Tool Box Talk is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards. If you have any questions or would like to obtain the appropriate training, please call Safety by Design at (832) 425-0556, or email us at info@safetybydesigninc.com. Thank you, and remember to always stay safe.

Company Name	Project Name	Supervisor	Date

Excavations and Trenches

IS THE HOLE SAFE? WHAT'S THE WORST THING THAT CAN HAPPEN?

General

There are many hazards associated with excavating and trenching. Inspections, protective systems, access/egress, and placement of excavated materials all affect your safety when working in or around excavations. Make sure you understand these factors so you can keep yourself safe.

- **Inspections:** All excavations and trenches must be inspected by a competent person who can identify existing or potential hazards in the surroundings or working conditions. A competent person has the authority to take prompt corrective measures. They must inspect the excavation of trench daily to determine if it is safe for workers to enter. The competent person may have to inspect the excavation/trench more frequently if he or she finds other potential problems during the work. If you are a competent person, the safety and well-being of workers rest on your training and sound judgment. Take those responsibilities seriously because lives depend on it. If you work in a trench or excavation, pay attention to changing conditions and ask the competent person to re-inspect if you feel a hazard exists.
- **Protective systems:** These are methods used to prevent and protect workers from cave-ins. These include *sloping, shoring, and shielding*. Too often, we read about another trench collapse or excavation cave-in involving fatalities. That is why it is so important to ensure you never enter a trench that is 5 feet or deeper without some type of protective system in place. The competent person is trained in the selection and use of protective systems. If you're the one going into the excavation/trench - don't go in unprotected.
- **Access/Egress:** Safe entry and exit are essential when working in excavations and trenches 4' or more in depth. It's particularly important that you have a quick, safe, and easy way to get out of a trench or excavation in case of an emergency. Access and egress must be provided so that no worker has to travel more than 25 feet to reach a ladder or ramp. No one should be permitted to climb the sides of the excavation/trench to get out.
- **Placement of Excavated Materials:** The weight of spoils or equipment placed too close to the top edge of a trench or excavation can cause a cave-in. Make sure spoils and equipment are kept at least 2 feet away from the edge to prevent them from falling into the trench and injuring workers.

Excavations and trenches are a permanent part of construction work; they aren't going to go away, and neither are the hazards. But that doesn't mean you have to be in danger. Most every excavation hazard can be avoided if you plan ahead, use the appropriate protective systems, and make sure they are in safe condition, if you need more information check Subpart P of 29 CFR 1926, or ask your supervisor or the competent person.

Remember, trenches and excavations can also be confined spaces. Make sure you wear the necessary personal protective equipment.

Basic Fire Safety

This Toolbox Meeting is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards.

Weekly Safety Meeting

Additional Topics and Meeting Attendees on back:

ADDITIONAL TOPICS COVERED: (I.E. Hazcom, Emergency Plan)

1.
2.
3.

MEETING ATTENDEES:

PRINT NAME	SIGN NAME	EMPLOYEE NUMBER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Basic Fire Safety

This Toolbox Meeting is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards.