



## COMPANY HEALTH & SAFETY PROGRAM

Issue: A  
Date: 4/20/2009  
Rev: 1  
Date: 1/12/2011  
Authorized:

**Title: Excavations**

Section No: 13

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### 1.0 **PURPOSE**

The purpose of this section is to provide guidelines for PPP employees to follow while working in or near excavations. It is the intent of this company to keep employees safe from excavation related hazards and to be in compliance with government regulations.

### 2.0 **SCOPE**

This section contains the policy and requirements to be followed by PPP and subcontractor employees when excavating or working in or near excavations.

### 3.0 **INDEX TO SECTION**

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 Policy
- 5.0 Responsibilities
- 6.0 General Requirements for Excavations
- 7.0 Training

### 4.0 **POLICY**

When PPP is responsible for making excavations, it is the company's policy to subcontract the excavation work to a company licensed to do such work with properly trained and qualified people

### 5.0 **RESPONSIBILITIES**

1. The excavation subcontractor shall:
  - a. Use safe work practices and procedures in accordance with applicable government regulations.
  - b. Designate a "Competent Person" qualified to make determinations regarding specific excavation requirements, **soil classification** and requirements for protective systems.
  - c. **Location of underground installations shall be determined before excavation. ( MISS DIG System at 800-482-7171 or 811)**



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2. The PPP project manager shall:
  - a. Notify the PPP safety director of upcoming jobs that will require excavating or work in or near excavations; and
  - b. Ensure that copies of designs for sloping and benching systems, and for support shield and other protective systems, are available at the jobsite while those systems are being constructed and as long as they are in place.
3. The PPP project supervisor shall:
  - a. Notify the PPP safety director of situations where company employees may have to work in or near excavations;
  - b. Designate a PPP competent person whose duties shall include making sure conditions are safe prior to and during PPP employee entry into an excavation; and
  - c. Assign only appropriately trained employees to work in or near excavations.
4. The PPP safety director shall:
  - a. Research details of excavation work involving PPP upon notification of such work;
  - b. Initiate and assist with the development of a Job Safety Analysis; and
  - c. Ensure appropriate training is provided for affected employees.

**6.0 GENERAL REQUIREMENTS FOR EXCAVATIONS**

The following rules are to be followed at all times by all PPP and subcontractor employees when excavating or working in or near excavations, as applicable:



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1. Employees exposed to public vehicular traffic must wear warning vests or other suitable garments made of reflectorized or high visibility material.
2. The designated competent person inspects excavations and adjacent areas daily for possible cave-ins, failure of protective systems and equipment, hazardous atmospheres, or other hazardous conditions. Inspections are also required after the occurrence of any natural event (such as rain) or man-made event (such as blasting) that could increase the potential for hazards. Employees may not begin work until they have been informed by the competent person that inspections have been completed.
3. A warning system shall be used to alert equipment operators and other employees of the edge of an excavation.
4. Adequate protection shall be provided to protect employees from falling rock, soil or other materials and equipment. Materials and equipment shall be kept at least 2 feet from the edge of excavations.
5. Employees shall not be permitted under loads handled by lifting or digging equipment. Employees shall not be allowed to work in an excavation above other employees unless the lower employees are adequately protected.
6. While an excavation is open, underground installations shall be protected, supported, or removed as necessary to safeguard employees. Adjacent structures shall be supported to prevent possible collapse.
7. Employees shall not be permitted to work in excavations where water has been accumulated or is accumulating unless adequate precautions have been taken. Diversion ditches, dikes or other means shall be used to prevent surface water from entering an excavation and to provide drainage from adjacent areas.
8. A competent person must test the atmosphere in excavations deeper than 4 feet for oxygen deficiency or other atmospheric hazards that could reasonably exist.
9. Sufficient means for exiting an excavation of 4 feet deep or more shall be provided within 25 feet of a worker's lateral travel.



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- Guardrails shall be provided on walkways or bridges crossing over excavations.

## **7.0 TRAINING**

All PPP and subcontractor employees shall receive excavation safety training before being allowed to work on, in or near excavations.

The minimum training shall consist of a review of this section with emphasis on 6.0 General Requirements for Excavations. Training shall include a review of the applicable job safety analysis.

Training can be accomplished by including the training criteria of this section as a special topic in the PPP Weekly Site Employee Safety Meeting, or by conducting a special meeting/training session.

Documentation of the training shall be maintained at the jobsite for the duration of the project, and copies sent to the PPP safety director and any other interested parties.

### REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
1	Revised to meet current standards	George Newton	Safety	1/12/2011
	Program reviewed and Revision History added		GMN	4/16/2014