REVIEW YOUR TRENCHING SAFETY PROCEDURES!

June is national trenching safety month. It is a good reminder to make sure your trenching and excavation operations are functioning at the highest levels of safety. Following are some basic safety precautions to insure safe and efficient trenching and excavation operations on your projects.

**Employer – Insure Safe Operations During the Job**

- The competent person must inspect the excavation, adjacent areas, and protective systems each day before the start of work, as needed throughout the shift, and after every rainstorm.
- Notify other subcontractors who come on site of the trench location and precautions and ensure that vehicles are kept a safe distance from the excavation.
- Ensure that ladders and other means of exit from the trench are repositioned so that ladders are never more than 25 feet away from any worker in the trench.
- The competent person must remove workers from the excavation upon any evidence of a situation that could cause a cave-in, such as accumulation of water in the trench or protective system problems. (The competent person must also take actions for other types of hazards such as falling loads or hazardous atmospheres.)
- Monitor other types of trench–related hazards that can occur such as falls from the edge, rigging hazards, or toxic and combustible gases.
- Implement and enforce procedures to ensure that work in an unprotected trench is not allowed.

**Workers – Be aware – Follow Safety Guidelines**

- Do not enter an unprotected trench, even for a short task.
- Inspect the protected trench before entering.
- Exit the trench and call the competent person if you see any evidence of problems with a protective system.
- Do not assume there will be a warning sign before a cave in or that you will have time to move out of the way.
<table>
<thead>
<tr>
<th>Date</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project #/Name</th>
<th>Meeting Location</th>
<th>Person Conducting Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Items Discussed:**

- 
- 
- 
- 

**Problem Areas or Concerns:**

- 
- 
- 
- 

**Attendees:**

- 
- 
- 
- 

**Comments:**

- 
- 
- 
-