



THE CORPORATION OF THE TOWN OF FORT ERIE

HEALTH AND SAFETY POLICY

November 2003

TRENCHING

PURPOSE

To provide a procedure whereby employees may work safely in a trench.

RESPONSIBILITY

The employee working in the area is responsible for proper application of this procedure.

The Supervisor and the Department Director are responsible for ensuring that employees are properly trained and that the policy is adhered to.

The Supervisor shall be in possession of The Ministry of Labour Regulations for Construction Projects.

PROCEDURE

General

1. A trench is defined as an excavation whose depth is greater than its width.
2. **Preplan**
 - a. Determine the type of soil that the trench will be located in.
(Note: Generally municipal operations are carried out in type 3 soil at best)
 - b. Locate and mark all services i.e. gas, electrical, water, etc. prior to trenching.
 - c. If the service may pose a hazard, the service shall be shut off and disconnected. If this is not possible then the owner of the service shall be requested to supervisor the uncovering of the service.
 - d. If the trench may affect the stability of an adjacent existing foundation, building or structure, a Supervisor must be notified.
 - e. If the trench has a water problem, water removal may be required.



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3. Check Out Equipment

- a. Ensure that trench protection materials are in working condition i.e. trench box, hydraulic shoring, pneumatic shoring, wood shoring, shovels, picks, pumps, traffic control devices, etc.
- b. A system of communications will be in place between the trench location and home base.
- c. Check all personal protective equipment to ensure that it is in good repair and working order.

4. Traffic Control

- a. If the trench is to be made where vehicular traffic is a hazard, the following are required.
 - i. All employees will have a bright orange vest/shirt/coat with fluorescent strips on the front and back.
 - ii. Cones or delineators will be set up as required by local legislation for traffic control.
 - iii. If a traffic controller is required, then this person shall have a STOP/SLOW sign and be given both written and verbal instructions.

Note: Reference shall be made to the publication "Work Area Protection" from the Ontario Ministry of Transportation for specification of signs, cones and delineators.

5. Excavate

- a. No employee shall enter the trench unless:
 - i. Proper protection for the worker is in place as outline in the Regulations for Construction Projects.
 - ii. The employee is in full view of another employee on the surface at all times.

Emergency Procedures

1. Should any abnormalities occur in the trench wall, bottom or surface area above the trench it shall be evacuated immediately and the Supervisor shall be notified.
2. Should a trench collapse occur whereby an employee is engulfed or buried:



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- a. The lookout will immediately notify home base.
- b. Home base will call emergency personnel.
- c. Under no circumstances may any employee enter an unsafe trench to effect rescue operations.

THIS GUIDELINE TAKES EFFECT IMMEDIATELY AND REMAINS IN EFFECT UNTIL
REPLACED BY A NEW GUIDELINE OR SUPERSEDED BY LEGISLATION/REGULATION

Employer Co-Chair, JHSC

Worker Co-Chair, JHSC