

Appendix A

Code of Safe Work Practices for Trenching and Shoring Activities

1. Before excavation, underground utilities must be located and marked. Adjacent structures must be stabilized, as needed, using shoring, bracing, or underpinning techniques.
2. Appropriate barricades, fences, protected walkways and signs must be provided to protect the public.
3. A competent person must be in charge of each excavation who is trained to identify hazardous conditions and who has the authority to take corrective action. The competent person must inspect excavations on a daily basis and after every rain.
4. Examine the trench or excavation before entry.
5. An access ladder or other safe access must be provided.
6. Install barricades, fences, protected walkways and/or signs to protect the public and other campus users from the excavation site.
7. Ensure all equipment and materials are in good, working condition.
8. Pre-plan the trenching, excavation operation to include safety work practices, hazard recognition procedures, and soil determination/analysis tasks.
9. Workers must be protected from cave-ins by either an adequate sloping system or an adequate support or protective system.
10. Stairs or ladders must be provided when workers enter excavations over 4 feet deep.
11. A means of exiting the trench must be provided every 25 feet.
12. Workers must stay always from any equipment loading or unloading material.
13. Excavated or other material must be retained 2 feet or more from the edge of the excavation.
14. Workers must not enter or work in trenches with hazardous atmosphere without adequate controls. Test excavation and trench sites for oxygen deficiency or the presence of other hazardous atmosphere prior to entry.
15. Workers must wear all required personal protective equipment including hardhats, safety footwear, gloves, eye protection, hearing protection, and fall protection devices, as needed.

16. Additional shoring and bracing must be provided when excavations or trenches are located adjacent to previously backfilled excavations or where excavations are subjected to vibrations from railroad or highway traffic, operation of machinery, or other sources.
17. Discourage surface crossing of trenches.
18. Protect employees from loads or objects falling from lifting or excavating equipment.
19. Keep rocks, soil, equipment, and other materials from falling into the trench.
20. Prevent water accumulation whenever possible.
21. Keep excavations and trenches open the minimum amount of time needed to complete work tasks.
22. Evaluate the excavation and trenching operation at the conclusion of the work activity.