	<b>EXCAVATION</b>	Date:
	<b>TOOLBOX / TAILGATE TALK</b>	Presenter:

### PREPARE AND COMMUNICATE:

1. Plan all activities at the work site.
2. Attend any pre-job meetings as required.
3. Check with Supervisor to confirm construction drawings issued are the latest set.
4. Ensure permits are onsite and review any restrictions.
5. Ensure all locates are complete and on site.

**\*If it is discovered that paint marks are missing or wrong do not proceed and contact supervisor.**

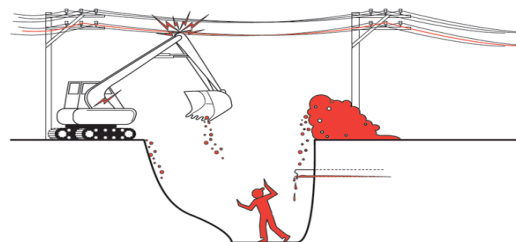
**\*Locate marks must only be transferred by the site Foreman responsible for the job and only after reviewing Locate package.**

**\*If paint marks are going to be removed. The preferred method is to make another paint mark with *white* paint adjacent to both sides of the planned excavation.**

6. Ensure locates are reviewed with Operator and Labourer
7. Identify high risk tasks and develop a work plan
8. Verify with landowners the existence of privately owned infrastructure before digging.
9. Complete & **communicate** Hazard Assessment for the scope of work

### EXCAVATING:

10. Communicate with the Labourer, Excavator Operator must machine dig slowly and carefully to within one (1) meter of underground infrastructure then the Labourer must hand dig to uncover (1) foot at a time.
11. Reusable excavated material and spoil piles are to be placed a minimum of one (1) meter from edge of trench
12. Slope trench when excavation depth exceeds 1.2 meter. Sloping one (1) meter vertical rise for one (1) meter of horizontal run
13. Ensure access/egress ladder is present and extend at least one (1) meter above trench
14. Use trench box when excavation material is soft or unstable or when sloping is not possible or when trench is deeper than 1.2 meters.
15. Labourer / Spotter to watch for overhead lines



**WRONG WAY**

**Your skill and diligence is required for safe excavation.**

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