

Village Of Cache Creek

Policy No. H-3

Excavation Safety

Date Approved by Council:

August 16, 2004

Effective:

August 16, 2004

Date Amended by Council:

Effective:

Definitions:

WCB – stands for the Workers Compensation Board of British Columbia

Excavation – For the purposes of this policy, when the terms “excavation” and “excavations” are used, they refer to an excavation which is four feet or more in depth

Policy Statement:

The Village of Cache Creek requires that all staff follow all safety protocols when performing excavation work.

Purpose:

The purpose of this policy is to ensure that all Village employees abide by the WCB Regulations and Village of Cache Creek Procedures when performing excavation work.

Attachments:

1. WCB Regulations Regarding Excavations
2. Shoring Assembly Directions

Procedures:

General

This Policy is to be reviewed at least annually at a Village of Cache Creek Safety meeting.

Equipment

1. The shoring equipment shall be inspected and test assembled at least once each year. (instructions attached)
2. All staff who might perform excavation work shall be present during the test assembly for orientation to learn how it is properly assembled. A Safety Orientation Log Sheet shall be completed by the person conducting the orientation.
3. Any new staff who might perform excavation work shall be given an orientation including a test assembly of the shoring before they perform any excavation work.
4. Once per year or at the first situation after one year that the shoring is actually used in an excavation, all available staff shall be present to learn how the shoring is assembled and used in an excavation.

Pre-Start

1. Before commencing any excavation, the staff member in charge of the job must call BC One Call and check Village of Cache Creek records for underground utilities.
2. If more than three months have elapsed since an employee's most recent excavation job, the employees involved must review the relevant section of the WCB Regulations (attached) and all relevant Village of Cache Creek Safety Policies.

On-site

1. At least one worker shall remain immediately outside of the excavation while a worker is inside the excavation.
2. Hard Hats must be worn by all workers in and around an excavation.
3. Before an open excavation is left unattended for any reason, regardless of duration, appropriate signage and barricades must be put in place around the excavation.