CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION

DATE: 2002-10-01

APPROVED BY: Corporate Management Team

Procedure # COH-RQ-WI-018

TRENCHING AND SHORING

I. SCOPE AND PURPOSE:

To ensure that all workers required to work in an excavation or trench or any portion of an excavation or trench where the depth of the trench or excavation is 1.2 metres (4 feet) or more, are appropriately protected by wood shoring, a C.S.A. approved trench support system or when appropriate, sloping of the walls of the trench or excavation; and to ensure compliance with applicable legislation.

Compliance requirements for "excavations" are outlined in Part III, Section 222 - 242 of the Occupational Health and Safety Act and Regulations for Construction Projects.

This procedure applies to all City of Hamilton workers and work sites where work in excavations or in trenches is carried out.

II. RESPONSIBILITY:

Corporate Workplace Safety Section:

Will provide information and assistance in safe excavations procedures to allow line departments to initiate and maintain proper procedures to ensure worker health and safety and compliance with applicable legislation.

Departments:

Shall provide workers and supervisors adequate training and information on safe excavation procedures so that supervisors and workers can work safely and to fulfil their obligations under the O.H.S.A.

III. PROCEDURE:

To plan and evaluate all trenches and excavations prior to entry, CONSIDERING SOIL TYPE, LOCATION AND AVAILABLE SHORING SYSTEMS, thereby ensuring that appropriate measures are taken to secure the excavation and are utilised for the protection of the worker.

Entry into an excavation that does not have a support system, or shoring or the walls sloped sufficiently, shall not be carried out unless authorised by a STRUCTURAL ENGINEER.
NOTE:

THIS PROCEDURE INDICATES MINIMUM REQUIREMENTS. ADDITIONAL PRECAUTIONS SHALL BE USED, IF WARRANTED, AT THE DISCRETION OF THE WORKER/S ENTERING THE EXCAVATION. IF THERE IS A DISAGREEMENT, CONSULTATION WITH THE JOINT HEALTH AND SAFETY COMMITTEE AND THE CORPORATE WORKPLACE SAFETY SECTION SHALL BE CONDUCTED PRIOR TO ENTRY.

NOTE:
Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.