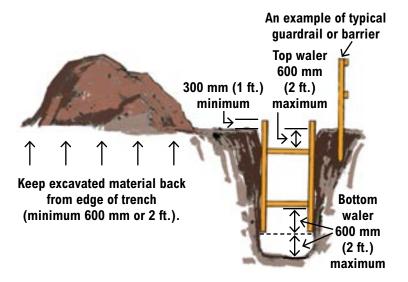


TOOLBOX MEETING GUIDE



Additional excavation requirements

- Excavation slopes and/or supporting systems must be inspected daily for erosion or deterioration.
- Excavated material must be kept back at least 600 mm (2 ft.) from the edge of any trench excavation and 1.2 m (4 ft.) from any other excavation.
- When necessary, excavations must be covered, or substantial guardrails or barriers must be erected around excavations to prevent workers or other persons from falling into them.



Vertical supports must extend above the ground level a minimum of 300 mm (1 ft.) and must be no more than 600 mm (2 ft.) up from the bottom of the trench.

The top waler must be set at 600 mm (2 ft.) down from ground level.

The bottom waler must be set at 600 mm (2 ft.) up from the bottom of the vertical support.

• A ladder must be provided when workers are required to enter excavations more than 1.2 m (4 ft.) deep.

The ladder must extend from the bottom of the excavation to at least 1 m (3 ft.) above ground level and be placed so that it is protected by the shoring.



This is an example of ladder use in an excavation over 1.2 m (4 ft.) deep.

Project:	Address:		
Employer:	Supervisor:		
Date: Time:	Shift:		
Number in crew:	Number attending:		
Other safety issues or suggest	ions made by crew me	embers:	
Record of those attending:			
Name: (please print)	Signature:	Company:	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Manager's remarks:			
Manager:	Supervisor:		
(signature)		(signature)	



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