



## TOWN OF RAYMOND

Town Offices  
Epping Street  
RAYMOND, NEW HAMPSHIRE 03077

# STANDARD OPERATING GUIDELINE

SUBJECT: Excavation and Trench Work		ISSUE DATE: March 17, 1992	NO: 006
ISSUED BY: Dennis G. McCarthy	APPROVED BY: <i>M. Starnand</i>	SUPERSEDES: DATE:	PAGE OF 1 of 2

a.) Within the context of all Standard Operating Guidelines, (SOG), a "competent person means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has the authority to take prompt corrective measures to eliminate or avoid them.

All Public Works employees are considered to be competent persons.

b.) Before opening any excavation, efforts shall be made, including utility company contact, to determine if there are underground utilities installations in the area.

c.) A competent person shall inspect and evaluate the condition of all trenches and excavations prior to permitting an employee to enter. This inspection shall be performed at the beginning of each day and periodically during the work day thereafter. Special attention shall be given when adverse weather conditions may affect the condition of the excavation or trench. If evidence of possible cave-ins or slides exists, all work in the excavation shall cease until the necessary precautions have been taken to safeguard the employees.

d.) The walls and faces of trenches 4 feet or more deep, and all excavations, in which employees are exposed to danger from moving ground or cave-in shall be guarded by a shoring system, sloping of the ground, or some other equivalent means, such as a trench box.

e.) In excavations where employees may be required to enter, excavated or other material shall be effectively stored and retained at least 2 feet or more from the edge of the excavation.

f.) Trenches 4 feet deep or more shall have an adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.

g.) Ladders shall be inspected prior to use and those which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, do not use until the former has been completed".



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h.) Portable metal ladders shall not be used for electrical work or where they may contact electrical conductors.

i.) Non self-supporting ladders shall be erected on a sound base at a 4/1 pitch and placed to prevent slipping.

j.) At work sites on or adjacent to a highway or street, where signs, signals and barricades do not provide protection from traffic, a flagperson shall be provided.

k.) The flagperson and all workmen shall be provided with and shall wear a highly visible warning garment while flagging. Warning garments worn at night shall be of reflectorized material.

l.) A minimum of two employees shall be assigned to work activity involving below grade work. One employee shall act as an observer and remain outside the excavation or trench.

An equipment operator must always be on site outside the excavation or trench if equipment is on site.

m.) Effective means for control of pedestrian and vehicular traffic shall be instituted on every job site where necessary.