

MINIMUM REQUIREMENT



WP/SEA MINIMUM REQUIREMENTS Trenching and Backfilling



MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

- Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.
- Call One call 48 hours in advance before digging. (1-800-272-3020)
- Falling into trench.
- Hand or body injuries.

MINIMUM REQUIREMENTS

- 1) Verify **All** conditions identified in the “Memory Joggers” section are met (or are not applicable); if **ANY** are not met, **STOP** and add the necessary step to the WP/SEA to ensure the safest method possible.
- 2) Flag off area with danger tape and install tags with company name, supervisor contact number, and list all hazards.
- 3) Ensure fire extinguisher is on site.
- 4) Make sure the area that is being dug is clear of any obstructions.
- 5) Wear gloves to protect hands from blisters when using pick or shovel.
- 6) Stretch to prevent muscle injury.
- 7) Shore walls if trench is deeper than 4 foot.
- 8) If using a trenching machine, have a qualified operator on it.
- 9) Wear eye and face protection to prevent from flying debris.
- 10) Fill trench in as soon as possible to prevent people from falling into trench.
- 11) Remove all barriers, trash and debris.
- 12) Return tools to proper bins.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA