144 Main Street
Baileyville, Maine

Trenching & Excavating Procedure

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1. PURPOSE

To ensure that all excavation and trenching initiated onsite is completed safely.

2. SCOPE

This procedure applies to all St. Croix Chipping and Woodland Pulp personnel, contractors and service suppliers while on company property.

3. DEFINITIONS

A. Benching – A method of protecting workers from cave-ins by excavating the sides of an excavating to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels. *Benching can not be done in type C soil.*

B. Competent person – An individual who is capable of identifying existing and predictable hazards or working conditions that are hazardous, unsanitary, or dangerous to workers, soil types and protective systems required and who is authorized to take prompt corrective measures to eliminate these hazards and conditions.

C. Excavation - An excavation is any man made cut, cavity, trench, or depression in an earth surface formed by earth removal.

D. Shielding- Protects other workers by using trench boxes or other types of supports to prevent soil cave ins.

E. Shoring- Requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave –ins

F. Sloping – Involves cutting back the trench wall at an angle inclined away from the excavation.

G. **Trench (Trench Excavation) -** A narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width of a trench, but the width of a trench (measured at the bottom) is not greater than 15 feet.

4. RESPONSIBILITIES

a. The Safety Manager is responsible for:
   i. Maintaining the master list of all safety procedures
   ii. Maintaining training records
   iii. Communications and awareness
b. The Area Managers and Supervisors are responsible for:
   i. Communicating changes in safety procedures
   ii. Ensure all trenching and excavating is completed according to the procedure.
   iii. Ensure training is completed in their area.
   iv. Immediately correct any unsafe condition
c. The mill employees and contractors are responsible for:
   i. Following the trenching and excavating procedure

5. PROCEDURE

A trench is a confined space with many special problems. Risks to consider are falls, electrocution, being struck by falling objects or the backhoe and bad air. Do not enter an unprotected trench (see trench safety measures below).

<u>Trench Safety Measures</u>

Trenches 5 feet deep or greater require a protective system such as benching, sloping, shoring, or shielding unless the excavation is made entirely in stable rock, if less than 5 feet deep, a competent person may determine that a protective system is not required.

Trenches 20 feet deep or greater require that the protective system be designed by a registered professional engineer or be based on tabulated data prepared and /or approved by a registered professional engineer in accordance with 1926.652 (b) and (c).

A competent person must be named to be in charge of the trench. This person must know the OSHA excavation standard, and protective systems. This person

also must be able to identify hazards and has the authority to stop the work right away.

Call Dig Safe – Woodland Mill dig safe station code is W111

All utilities must be marked before digging.

If it is determined that a reasonable possibility for contacting electrical lines or equipment exists, a hazard analysis shall be performed to identify the appropriate safe work practices that shall be used during the excavation following the NFPA 70E Standards.

Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees will vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.

Excavations below the base or footing of any foundation or retaining wall is prohibited unless:

- Provide a support system such as underpinning *see note on installing and removing protective systems
- The excavation is in stable rock
- A registered professional engineer determines that the structure is far enough away from the excavation and that excavation will not pose a hazard to employees

Excavations under sidewalks and pavements are prohibited unless a appropriately designed support system or another effective means of support is provided *see note on installing and removing protective systems

A competent person must inspect the trench -

- Before it is entered
- Before every shift
- If gas monitoring is needed – if the trench is in a sewer or near a dump or stored chemicals – rescue planning may be needed in these cases – or a confined space rescue team may be required to be on-site
- After anything that may increase the hazard such as:

- A rainstorm or other water intrusion
- Vibration from heavy equipment nearby
- The trench wall moves.
- A heavy load near the trench gets heavier or moves.

Ensure all equipment is in good working order including the water pumps and ventilators.

Ensure there is a way to get out. There must be a ladder within 25 feet of the personnel if the trench is more than 4 ft deep.

Do not work under suspended or raised loads and materials.

If there is overhead boomed equipment any overhead electrical lines must be shut off and the lines must be grounded. Also, see the mill's mobile crane procedure for concerns regarding cranes.

If there is a possibility of any air hazard in the trench then the confined space procedure must be followed including continuous gas monitoring and along with rescue planning, in advance of entering.

Ensure that personnel wear high visibility clothing / vests when exposed to vehicular traffic.

<u>*Installing and removing protective support systems</u>

When installing protective support systems:

- Connect members of support systems securely
- Install support systems safely
- Avoid overloading members of support systems
- Install other structural members to carry loads imposed on the support system when removal individual members temporarily is necessary

As soon as the work is completed, backfilling the excavation is required when the protective system is dismantled. After the excavation is cleared remove the protective system from the bottom up taking care to release members slowly.

6. **DISTRIBUTION**

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