EXCAVATION
START WORK CHECK

National Energy
CORPORATION OF TRINIDAD AND TOBAGO

WHEN TO COMPLETE – Before the start of any EXCAVATION activities			
Confirm each control / safeguard below before starting works	**Guidance for confirming each control/safeguard**	**Person(s) Performing Work**	**Start Work Verifier**
ENERGY ISOLATION			
I HAVE CONFIRMED:			
(1) The excavation has been evaluated for energy isolation requirements. Does excavation require energy isolation? **☐Yes ☐No** **If yes, complete Energy Isolation Start Work Check** **If no, continue to Step 2**	• All potential energy sources have been identified, isolated, and locked and tagged per isolation plan. • The system has been drained, flushed, or purged to remove explosive materials or gases.		
PRIOR TO EXCAVATION ACTIVITIES			
I HAVE CONFIRMED			
(2) Underground utilities are visibly marked (e.g. pipelines, cables, communications, power)	• Local utilities have been consulted about the dig so they can identify their lines • Underground utilities are visibly identified with flagging or paint • Depth and width of utilities or structures are known before digging • Before starting mechanical excavation, actions have been taken to locate and expose underground line/utility and structures (e.g. probing, hand digging, soft digging, air knifing, hydro-vac)		
(3) Excavation equipment maintains minimum clearances from overhead obstructions	• The exact location, height and voltage of overhead power lines have been identified: - Maintain identified minimum distance between equipment and energy source - To help with this, use flagging or barriers on overhead power lines -		
(4) Excavation area is secured, and barriers are in place to prevent unauthorised access	• Excavation area is visibly identified with caution tape, silt fencing, or other visual identification • Excavation area is secure from unauthorized access • No personnel are in Line of Fire hazards (e.g. swing radius of excavator, discharge side of trencher) • Only essential personnel/crew are in the area where the excavation work is occurring		
(5) Soil stability has been assessed, and controls/safeguards are in place per excavation plan	• A competent person assessed the soil type to define the excavation safeguards • Excavations have a protective system (sloping, shoring or shielding) in place, as applicable • Storage of excavated material is at least 2ft (0.61m) from the edge of excavation • Ensure stability of adjacent utilities/structures potentially affected by excavation through means of shoring, bracing and underpinning.		
(6) Equipment stability and potential for unplanned movement have been assessed	• Equipment, load and ground surface have been assessed for stability • Verify: - Load securing - Workplace conditions/travel path - Equipment capacity • Equipment maintains safe distance from the unprotected edges of excavation or trenches to prevent cave ins		

HOLD POINT Continue if personnel can enter excavation			
I HAVE CONFIRMED:			
(7) The excavation has been evaluated to determine if it is a confined space. Is excavation a confined space? ☐Yes ☐No **If Yes: complete Confined Space Entry Start Work Checks** **If No: continue to Step 8**	• The excavation has been evaluated to determine if it is a confined space (trench depths greater than or equal to 4 ft (1.2m) with vertical walls and limited access/egress) • If the excavation is a confined space, follow the organization/company's confined space guidance, local regulations and complete the Confined Space Entry Start Work Check		
(8) A plan is in place to protect personnel entering the excavation from: • **Cave in** • **Hazardous atmosphere** • **Water accumulation**	• Excavation has been inspected by the competent person prior to entry, and as conditions change • Protective systems are in place and may include: - Bracing - Shoring - Underpinning - Benching • Retaining devices or shield systems in place • Daily inspections are performed to identify hazards and changing conditions • Initial gas testing is conducted by a Qualified Gas Tester • Required follow-up testing frequency is established per the plan • Crew will conduct daily inspections to identify hazards and changing conditions (e.g. contamination, water accumulation, or utilities encountered)		
(9) Excavations deeper than 4 ft (1.2m) have access and egress	• There is a safe means of access and egress when entering an excavation greater than 4 ft (1.2m) in depth, up to 25ft (6.7m) of lateral travel • Examples are: - Ladders - Stairways - Ramps - Sloping for ingress/egress		

Confirm these controls/safeguards are in place and verified prior to starting work.
Stop and seek help if anything changes.

	Printed Name & Role	Signature	Date
Start Work Verifier