

EXCAVATION PRE-TASK PLAN - TAILGATE FORM

Work Site: _____ Date: _____
 Crew Leader: _____ Crew Members: _____
 Work Description: _____

Before Leaving Yard:

- Review GIS Map: plan for traffic control, check for hazardous material pipelines
 - List non-standard tools, equipment, PPE needed
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- Is work non-routine and highly hazardous? If yes, follow High Hazard SOP.

<p>Site Planning:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Survey area for traffic, impact to public <input type="checkbox"/> Pre-mark excavation <input type="checkbox"/> USA called: USA Ticket # _____ <input type="checkbox"/> PPE worn, water, shade and sun block available 	<p>Emergency Repairs:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Control called, if after hours <input type="checkbox"/> Wait for PG&E marks <input type="checkbox"/> Hazardous materials pipelines in area
<p>Traffic Control:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Posted Speed Limit: _____ <input type="checkbox"/> Lane closure; # of lanes closed _____ <input type="checkbox"/> Signs (3 signs minimum when \geq 30 MPH) <input type="checkbox"/> Arrow boards <input type="checkbox"/> Cones <input type="checkbox"/> Flagger(s); escape route for flagger; radio <input type="checkbox"/> Keep pedestrians away, use barricades <input type="checkbox"/> Heavy equipment in buffer space (\geq 30 MPH) <input type="checkbox"/> Hose Ramps, secured 	<p>Excavating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overhead clearance <input type="checkbox"/> Check stability of nearby structures, utilities <input type="checkbox"/> Excavation monitor _____ <input type="checkbox"/> Hand-dig within 24" of markings <input type="checkbox"/> Ladder <input type="checkbox"/> Spoils, heavy equipment 2' away from hole <input type="checkbox"/> Gas monitor needed?
<p>Cave-in Protection:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excavation depth _____ <input type="checkbox"/> Shoring or trench boxes, required > 5' deep <input type="checkbox"/> Use plywood: C soil (sandy or water), or hole > 8' deep <input type="checkbox"/> Benching or sloping (supervisor approval needed) 	

<p>Tools:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inspect all tools including saw blades, grinding wheels, rigging, electrical cords, ladders. <input type="checkbox"/> Use a non-conducting probe, hand tools within 24" of marked electrical utilities <input type="checkbox"/> Use safety guards, whip-checks, and GFCI <input type="checkbox"/> Use water for concrete cutting <input type="checkbox"/> Use snap-cutter and spray water for AC pipe; place asbestos warning sign <input type="checkbox"/> Have fire extinguisher handy for hot work <input type="checkbox"/> Chock wheels on inclines

Other safety issues discussed: type of work to be done, equipment, hazards, and PPE to be used, other areas of caution _____

Emergencies: Call 9-1-1 on Nextel; Call PG&E for damage to gas/electric 1-800-743-5000