

## POLICY FOR TRENCHING AND EXCAVATION WORK

**Potential Risks:** Being buried, struck by falling material, struck by a load, struck a by vehicle or equipment, collapse, fall from a height, leaking pipes, explosion, electrocution.

### Objective

This policy establishes the rules that must be applied during trench and excavation work in order to prevent an accident or incident.

### Scope

This policy applies to involved parties under the authority of, and conducting any associated work for, the benefit of EBC or its subsidiaries.

At all times, this policy and procedure should be diligently applied with professionalism and respect for others. In case of doubt or conflict in its application, managers have the responsibility to contact EBC Human Resources management for guidance in its implementation.

### Distribution

This policy must be provided to all persons, working both on and off project sites, during their orientation session.

### LEGEND

○ The behavior or activity required by the organization.

⊘ Important non-compliance for the organization

○ For safe excavation:

- Before excavating, plan;
- Before excavating, organize;
- During excavation, control;
- Before leaving the site, make sure the site is safe.

### Planning

○ The employer must locate underground installations and utilities, investigate the nature of the soil that will be excavated, and consider the obstacles and risks related to the work environment as well as neighboring buildings prior to excavation work.

○ The employer must develop a work method that addresses the above elements, as well as determine the excavation dimensions in order to predict the shoring needs, area to deposit excavated material, required slope depending on soil type, production equipment and vehicle movement, means of access, etc. The Employer must also ensure that workers receive the information.



- If shoring is over six meters deep, a copy of the plans, including the installation and dismantlement procedures must be sent to required parties according to local regulations. They must be signed and sealed by the manufacturer's engineer as required by local regulations.
- If the excavation takes place in an environment where workers are exposed health risks, the employer must provide the necessary control measures such as means of ventilation (for gas, vapors etc.) and gas detectors.

## Organization

- The employer must ensure that all necessary equipment is on site in order to safely excavate based on the work method. For instance, there must be a sufficient amount of barricades, ladders, heaters, and experienced staff for monitoring.

## Control

- During the work period, make sure to check the effect of climate or environmental changes while taking the necessary measures for the continuation of safe work.
- ⊘ The foreman must not allow material to be deposited within 1.2m from the tops of walls and any vehicle or production equipment circulation within 3m from the tops of walls.
- The employer must also ensure that a ladder is installed every 15 linear meters and that the barricades are installed at the required locations (for excavations more than 2.4 meters deep or dangerous to workers).
- ⊘ The foreman must not allow access into an excavated area where there is a risk of gas or vapor accumulation without taking necessary measures for the safety of workers (gas monitors/ detectors).
- ⊘ No one should enter or allow another person to enter an excavated area where there is a risk of the wall collapsing, without making sure that the necessary control measures are taken (proper slopes, shoring etc.).

If the rules of the main contractor, safety code or any regulation are different than those described above, the strictest shall apply.

## Roles and Responsibilities

**For the employee, worker, subcontractor, etc.:**

Everyone has the obligation to respect and enforce this policy and procedure.

### The Manager

The manager ensures compliance of this policy for the staff under their responsibility and ensures that the policy is known by involved parties. In case of conflict, they shall communicate with the human resources department.

## Human Resources Management



Human Resources management is responsible for ensuring the updates and distribution of the current policy. They must also oversee administration and determine disciplinary measures deemed appropriate for enforcement.

## Disciplinary Measures

The person who does not respect the policy mentioned above will receive:

- 1- A verbal warning stating the correction(s) to be made, documented in the form of a correction or reprimand notice.
- 2- In the case of a repeated offence, a written warning is again written in the form of a correction or reprimand notice and is given to the person and to their superior.
- 3- Subsequently, if there is a recurrence, a write-up along with stricter disciplinary action resulting in an expulsion from the workplace for 1-2 workdays will be given.
- 4- In case of any further recurrence, a third written warning will be provided that can result in dismissal or expulsion from the project or a definite period of time.
- 5- Special case:

When a person breaches a description for an **Important organization NON-COMPLIANCE**

In this specific case, the task performed must be stopped IMMEDIATELY, the first notice will correspond directly to step number 3 of disciplinary measures and the person will be expelled for a duration of 2 workdays.

In case of any further recurrence, step 4 will apply regardless of the number of prior warnings given.

## Definitions

**Vehicle:** Any mode of transportation that moves by a driving force.

**Production Equipment:** Any equipment used in the production of a project, such as: heavy trucks, excavators, cranes, bulldozers, loaders, etc. excluding light vehicles such as pick-up trucks, Argo's, ATV's etc.

**Trenches:** Part of the excavated earth with a depth of at least 1.2 m whose base width is equal to or less than the depth. The width of the base is measured between the excavated walls or between an excavated wall and a structure.

**Excavation:** Part of excavated earth with a depth of at least 1.2m and with a base width greater than the depth.

## Reference Documents

- Checklist for digging and trenching
- Library of working methods

## Associated Training

- Ground disturbance
- Safety when working in trenches and excavations

