

TOOLBOX TALK INSTRUCTOR GUIDE

Topic: Excavation Safety	Date: _____
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1. Introduction & Overview

Excavation and trenching activities can create serious hazards, particularly from ground collapse, underground utilities, falls, falling materials, and mobile equipment. This toolbox guides workers to recognize excavation hazards and follow safe practices before and during excavation work.

2. Key Hazards of Excavation & Trenching

- Cave-ins or collapse of excavation sides
- Contact with underground electrical cables, gas lines, water lines, or other services
- Falls of workers, tools, or materials into the excavation
- Mobile plants or vehicles operating too close to excavation edges
- Water accumulation, flooding, or weakened ground conditions
- Unsafe access and egress
- Falling soil, rocks, equipment, or materials into the excavation
- Hazardous atmospheres where applicable

3. Mandatory Safety Precautions

- Plan the excavation and review ground conditions before work begins
- Identify underground services using approved drawings, detection methods, and site procedures
- Provide suitable excavation protection such as sloping, benching, shoring, or an approved protective system
- Provide suitable barricades and keep workers, materials, spoil, and equipment away from excavation edges
- Provide safe access and egress; never use improvised access
- Keep mobile plants and vehicles at a safe distance from excavation edges
- Ensure excavations are inspected by a competent person as required by the applicable procedure
- Stop work when cracking, ground movement, water accumulation, damaged protection, unexpected services, or other unsafe conditions are observed

4. Required Personal Protective Equipment (PPE)

- Safety helmet
- High-visibility vest or clothing
- Safety footwear with suitable slip-resistant soles

- Protective work gloves
- Safety glasses where required
- Additional PPE according to the task-specific risk assessment

5. Emergency & Incident Reporting

- Stop work immediately if ground movement, collapse, unexpected utilities, flooding, or other serious hazards are identified
- Keep personnel away from unstable excavation areas
- Never enter a collapsed or suspected unstable excavation to attempt an improvised rescue
- Raise the alarm and notify the supervisor/HSE team immediately

- Follow the site excavation emergency and rescue procedures
- Report excavation incidents, near misses, utility strikes, ground movement, and damaged protective systems without delay

TOOLBOX TALK ATTENDANCE SHEET

Topic: Excavation Safety	Date: _____
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Sr. No.	Name	ID	Company Name	Signature
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Toolbox Talk Conducted By:

Name: _____

Signature: