

Excavation Policy

A BRIGHT SOLUTION is fully committed to the implementation of a safe excavation program. This policy applies to operations where employees perform excavations work.

It shall be the responsibility of every employee who performs elevated work whilst on company business to ensure that they comply with the contents of this policy.

PURPOSE

The purpose of this procedure is to establish guidelines for the location and identification of underground utilities and the proper issuance of Excavation Permits prior to any ground breaking operations by employees.

DEFINITIONS

CAVE-IN - means the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.

COMPETENT PERSON - means someone who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to associates and who has the authority to take prompt corrective measures to eliminate them.

EXCAVATION - means digging, boring, post driving, or any other operation that penetrates below the surface of the ground. This includes the removal of trees, bushes, sidewalks, etc. that could damage buried utilities.

PROTECTIVE SYSTEM - means a method of protecting associates form cave-ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.

TRENCHING - means a specific form of excavation. A trench is a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet(4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

RESPONSIBILITIES

The **management** of ALPHAECO is responsible for the overall implementation of this procedure.

The **Competent Person(s)** are responsible to ensure that all Excavation Permits (where required) are properly completed and that all employees on site are aware of the details of this procedure.

The **Competent Person(s)** are responsible for designing support systems and for choosing the best option for sloping or benching the faces of an excavation when required.

The **Competent Person(s)** shall ensure that all utility drawings are referred to in order to locate any buried services. If a utility is damaged, the **Competent Person(s)** shall take immediate action to ensure safety and correction of the damage.

PROCEDURE

Excavations (Trenching is a form of excavation.) have the following specific requirements:

Employees exposed to vehicular traffic shall be provided with and shall wear, warning vests or other suitable garments marked with high-visibility material by Facilities Management.

No employees shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals. If possible, the grade should be away from the excavation.

Hand digging shall be employed 1 meter either side of any buried services.

Employees shall not work in excavations where there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect associates against the hazards posed by water accumulation. The precautions necessary to protect associates adequately 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.

If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation.

Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protections of associated.

Excavation below the level of the base or footing of any foundation, or retaining wall that could be reasonably expected to pose a hazard to associates shall not be permitted except when: a support system such as underpinning is provided to ensure the safety of associates and the stability of the structure; or the excavation is in stable rock; or a registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity; or a registered professional engineer has approved the determination that such excavation work will not pose a hazard to associates.

Sidewalks, pavements, and appurtenant structure shall not be undermined unless a support system or another method of protection is provided to protect associates from the possible

collapse of such structures.

Adequate protection shall be provided to protect associates from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling material; or other means that provide adequate protection.

Employees shall be protected from excavated or other material or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such material or equipment at least 2 feet (.61 m) from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence. These inspections are only required when associate exposure can be reasonably anticipated.

Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed associates shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

Walkways shall be provided where persons or equipment are required to cross over excavations. Adequate barrier, physical protection, shall be provided at all excavations.

TRAINING

All employees who are or may be involved in excavations or trenching are to receive training.

Training records are to be retained by the MD and should include: the name of employee, signature of the employee, date of training, and the name of the instructor and signature of the trainer.

This procedure shall be reviewed annually.

Signed.....
Mick Barrett
Director
8th August 2025

Signed.....
Sam Pailor
Director
8th August 2025