



ToolBox Talk Meeting Report

Date:		Site/Project:	
Division:		Supervisor:	

Topic for Review: Lessons Learned – Trenching Near Miss

Frequent Hazards Experienced: (Check off items that are applicable to this talk)

- | | | |
|--------------------------------------------|--------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> Confined Spaces |
| <input type="checkbox"/> Hazard Awareness | <input type="checkbox"/> Safety Procedures | <input type="checkbox"/> First Aid |
| <input type="checkbox"/> WHMIS | <input type="checkbox"/> Actuated Tools | <input type="checkbox"/> Temporary Power |
| <input type="checkbox"/> OHS | <input type="checkbox"/> Hygiene | <input type="checkbox"/> Access / Egress |
| <input type="checkbox"/> Lock Out /Tag Out | <input type="checkbox"/> Scaffolds | <input type="checkbox"/> Temporary Lighting |
| <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Elevated Work Platforms | <input type="checkbox"/> Ramps / Stairs |
| <input type="checkbox"/> Ladders | <input type="checkbox"/> PPE | <input type="checkbox"/> Material Storage |
| <input type="checkbox"/> Guardrails | <input type="checkbox"/> Welding/Cutting | <input type="checkbox"/> Regulations / Legislation |
| <input type="checkbox"/> Arc Flash | <input type="checkbox"/> Other: | |

Discussion Notes/Job Site Hazards to be Addressed/ Followed Up:

Please Retain Original on Site for your Records and contact HSE for any inquiries.



ToolBox Talk Meeting Report

Attendees:

Print Name	Initials
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Print Name	Initials
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Toolbox Talk – Trenching Near Miss (Suffield)

On Tuesday October 13, a subcontractor created a trench for CBO to install electrical pipework. Work planning for the trench design did not indicate the excavation would be entered by any person, and as a result a 2-foot-wide, 7-foot-deep, 60-foot-long trench was constructed, without shoring or cutbacks; a design which normally would allow for pipe assembly at ground level outside the trench. The CBO electrician however, entered the trench to perform pipe assembly. Despite the site manager's visit to the work location later that afternoon to deliver parts, the unsafe nature of the trench was discussed but work was not halted.

The next day, Wednesday October 14, work continued, but with the intervention of the health and safety representative, the work was immediately stopped. Proper planning and risk assessments were conducted, and mobile shoring was constructed to allow for safe work. Eventually the work was completed, however on Monday October 19, it was determined additional work was required involving connecting rebar to two concrete portions. The mobile shoring had already been deconstructed, and the site manager issued plans to build something at ground level that could be lowered into the trench. Despite this, the electrician entered the trench again to tie the rebar, an activity that was completed without the use of shoring or a safety watch.

Neither the site manager nor the regional manager (who was present on Wednesday October 14) reported the incident to HQ for incident management and analysis. It was reported on October 20.

Analysis

- Work planning for the project did not incorporate adequate risk assessments
- No safety measures for high-risk activity
- Multiple decisions made by both management and workers to proceed with high-risk activity without effective barriers in place, even when risk factors were obvious

Lessons Learned

Engaging in work tasks (of any risk level) without ensuring all steps have been taken to eliminate or control hazards is unacceptable, and does not conform with the conservative decision making towards health and safety that is an integral part of our Health and Safety Policy. All employees are not only empowered, but are expected to STOP WORK if conditions are unsafe for anyone.



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