**Safe Job Procedures**

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| Name of Job:**Installation/Removal of Shoring** | Development Date:**March 30th, 2011** | Developed By:**CSNS** |

**Possible Hazards Present**

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| Asphyxiation | Loose grounding | Muscle strain | Fall injuries |
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**Personal Protective Equipment (PPE) and Devices Recommended**

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|  Steel toed boots | Eye protection | Hand protection | Hard hat |
| Visibility vest | Hearing protection |  |  |

**What is a proper safe job procedure to follow?**

* While shoring is in progress the bucket of the excavator should be placed in the trench directly in front of shoring being installed
* It is essential that the struts or jacks be installed from the top down. The top strut/jack shall be placed 0.5 meters below the surface, and the second strut/jack placed according to shoring table
* If plywood is used, the jacks/struts must never be installed directly on the plywood. The jacks/struts must be placed on the uprights that support the plywood
* Once a minimum of 2 struts/jacks are placed on each set of uprights, the installation of the bottom jacks can be done
* This method allows the worker to be protected by the bucket of the excavator and the already installed shoring
* When removing shoring use the above method in the reverse order
* The bottom struts/jacks are removed first.