

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Shoveling and Digging**

KEY TEACHING POINTS

- Contact utilities for location of cables and pipes prior to digging.
- Choose the proper tool for the task. A spade is for digging and a shovel is for shoveling.
- Allow for safe distances between people.

SHOVELING

- Choose shovel length depending on the task.
 - A garden shovel should be between the elbow and chest height.
 - A snow shovel handle should come up to chest height.
 - A light shovel (about 3 pounds) is suitable for shoveling snow.
 - A heavier shovel (about 6.5 pounds) is suitable for shoveling soil.

GUIDELINES FOR SHOVELING

- Keep feet wide apart. Place front foot close to shovel.
- Put weight on front foot. Use leg to push shovel.
- Shift weight to rear foot. Keep load close to body.
- Turn feet in direction of throw.

GUIDELINES FOR DIGGING

- Push spade down using leg muscles.
- Slide load close to body. Ensure load is loose from ground before lifting.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. Keep loads near body when shoveling and digging.		
2. Use a shovel when digging holes.		
3. Spades are designed to move loose dirt and sand.		
4. Make sure you know what is below the surface when shoveling and digging.		
5. Allow for safe distance between people.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. False 3. False 4. True 5. True