

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Work Smarter Underground**

KEY TEACHING POINTS

- Find out where utility mains (water, gas, electricity) involved with your work are and where the emergency shut offs are. Make sure all utilities are field located before you begin work.
- Test all confined spaces for toxic and deadly gases, flammable vapors, and oxygen deficiency before each entry.
- Make sure that trenches are properly sloped or shored and that there is someone readily available who can get help; even trenches in "solid rock" have caved in.
- Be aware that vibrations from equipment or nearby traffic can "liquefy" soil and cause cave-ins.
- Make certain that pipe is properly stored and handled; rolling pipe kills.
- Know what to do and who to contact in case of emergency; keep emergency telephone numbers where you can find them.
- Be alert when working near heavy equipment; the operator might not see you.
- Wear your personal protective equipment.
- Make sure that saws and other equipment have their proper guards in place.
- Keep electrical cords in good condition and out of the water.
- Make personally sure that the power is off before cutting any electrical line.
- Anticipate equipment contacting overhead power lines.
- Make personally sure that gas mains have been shut off, or located and adequately protected, before working near them.
- Be sure that your trench has the proper emergency exits at the proper spacings.
- Think. No one knows the hazards of your job better than YOU.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Be sure that your trench has the proper emergency exits at the proper spacings.		
2 Make personally sure that the power is off before cutting any electrical line.		
3 Know what to do and who to contact in case of emergency.		
4 Make sure that trenches are properly sloped or shored.		
5 Make sure all utilities are field located before you begin work.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE