



# Health & Safety

## Excavation and Trench Safety

When a trench or other excavation is made in soil, gravity and residual forces in the ground work to restore the soil to a more stable configuration. If those forces are greater than those holding the trench or excavation walls in place, a cave-in occurs. There are a number of factors which determine the stability of a given excavation wall. It is beyond the scope of this newsletter to fully describe soil mechanics behavior. However, when the soil is sloped or braced appropriately, it will remain safely stable. First, a couple of definitions:

**Trench (Trench Excavation):** A narrow excavation made below the surface of the ground. In general, the depth is greater than the width, but the width of the trench (measured at the bottom) is not greater than 15 feet according to OSHA's definition.

**Excavation:** Any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

**1. OSHA requires employers to identify an excavation's hazards and create a safety plan to protect workers.** The safety plan does not need to be site specific and can be generic. Ardaman has JSAs and a checklist for entering an excavation. (Contact your H&S Coordinator)

**2. Safety precautions are required before work begins in an excavation.** A "competent" person (defined by OSHA) inspects the excavation before any workers enter. A competent person is one with the experience to identify hazards, establish precautions, and the authority to take necessary corrective measures. When working on job sites where a general contractor is in charge of site safety, it is the responsibility of the contractor to have a competent person overseeing excavation safety.

**3. Most excavations must have systems to protect against cave-ins.** Examples of such systems are sloping the sides, benching the sides with steps, installing bracing systems, or using trench boxes. Excavations deeper than 4 feet must be inspected by a competent person. For excavations between 4 and 5 feet in depth, a competent person must decide if a system is needed. For excavations deeper than 5 feet, a protection system must be in place. (The type of protection system chosen depends on soil types and other factors.) Do not enter an unprotected trench! Trenches 5 feet (1.5 meters) deep or greater require a protective system unless the excavation is made entirely in stable rock. Trenches 20 feet (6.1 meters) deep or greater require that the protective system be designed by a registered professional engineer or be based on tabulated data prepared and/ or approved by a registered professional engineer.

**4. Excavation planning requires many other protective measures.** Examples of such planning includes coordinating with utilities to protect workers and underground utility lines, and providing safe ramps, stairways, and/or ladders for workers to use to get in and out of an excavation. Ladders must be placed within 25 feet of the worker, extend 3 feet above the surface and must be secured. Also, using barricades, stop logs, or other warnings if there is a risk that mobile equipment might reach the edge of the excavation.

When required, testing should be performed of the excavation's atmosphere for contaminants and oxygen when the excavation is deeper than 4 feet. Where oxygen deficiency or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are present nearby, the atmosphere in the excavation should be tested before employees enter excavations greater than 4 feet in depth. Engineering controls can be used such as additional ventilation to ensure there is adequate oxygen in the excavation. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing must be conducted as often as necessary to verify that the atmosphere remains safe. (Continued on page 2)

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Ardaman & Associates, Inc.  
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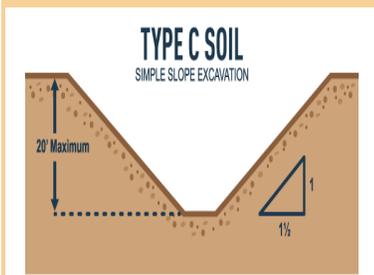
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## FL & LA Soil Types

Florida and Louisiana have mostly Type C soil material, which requires a slope no steeper than 1.5 H:1 V. For every 1.5 feet horizontal, the vertical should drop no more than 1 foot down. Safe sloping criteria are a function of the conditions, soil types, water content of materials, and water table. If not sure of the excavation safety, check with the competent person before entering the excavation. (Per Appendix B in 29 CFR 1926 OSHA Construction regarding sloping excavations)



### OSHA Sloping Requirements

Soil Type	Slope	Angle (Degrees)
A	3/4H:1V	53°
B	1H:1V	45°
C	1 1/2H:1V	34°

#### Types of sloping include:

Maximum allowable slopes for excavations less than 20 ft (6.09 m) based on soil type and angle to the horizontal are as follows:

#### Stable Rock

Height: Depth Ratio: Vertical  
Slope Angle: 90°

#### Type A

Height: Depth Ratio: ¾:1  
Slope Angle: 53°

#### Type B

Height: Depth Ratio: 1:1  
Slope Angle: 45°

#### Type C

Height: Depth Ratio: 1 ½:1  
Slope Angle: 34°

#### Type A (short-term)

Height: Depth Ratio: ½:1  
Slope Angle: 63°

(For a maximum excavation depth of 12 ft)

## Excavations and Trenching Continued.....

### 4. Continued: **Excavation planning requires many other protective measures.**

Protecting against the hazards of water accumulation. Supporting adjoining buildings, walls, pavement, utilities, etc., if needed to ensure their stability. Removing or barricading loose rock or soil to keep it from falling into the excavation. Providing walkways if employees or equipment will cross over excavations. Walkways 6 or more feet above lower levels must have guardrails.

**5. Use personal protective equipment to stay safe.** When required, assigned respirators for airborne related hazards, harness systems for rescue, high visibility vests, as well as normal protective gear (hardhat, safety glasses, safety boots, etc.).

### 6. **Follow Safety Rules and Precautions in and around an excavation.**

- Keep heavy equipment away from trench edges.
- Identify other issues that might affect trench stability, such as water seepage.
- Keep excavated soil (spoils) and other materials at least 2 feet (0.6 meters) from trench edges.
- Know where underground utilities are located before digging.
- Test for atmospheric hazards such as low oxygen, hazardous fumes and toxic gases when greater than 4 feet deep.
- Inspect trenches at the start of each shift. Inspect trenches following a rainstorm or other water intrusion.
- Do not work under suspended or raised loads and materials.
- Inspect trenches after any occurrence that could have changed conditions in the trench.
- Ensure that personnel wear high visibility clothing.

**7. Follow what to do in an emergency.** Leave the excavation or trench promptly and properly if you believe it is dangerous. Don't attempt a rescue unless you are trained, equipped, and authorized to do so.

## Ardaman Excavation Policy

Employees must be alert to the potential for cave-ins when entering an excavation. Trenches must be excavated in accordance with 29 CFR Part 1926.

### 1. **Do not enter a trench unless the excavation is protected by a designed system such as shoring, shielding, or sloping of the ground or some other equivalent means, except when:**

- A. Excavations are made entirely in stable rock; or
- B. Excavations are less than 4 feet in depth and examination of the ground by a competent person indicates no potential for a cave-in. (Forms available from H&S Coordinator).

### 2. **Excavated or other material must be effectively stored and retained at least 2 feet or more from the edge of the excavation.**

**3. When entering a trench by ladder, be sure it is secured against movement while in use.** Since the ladder will rest on a soil base, test its stability before carrying any testing equipment into the excavation. The ladder must have clear access at the top and bottom and be placed at an angle so the horizontal distance from the wall is approximately one quarter the working length of the ladder. The top of the ladder should extend at least 3 feet above the surface of the excavation. Maintain 3 points of contact while ascending and descending the ladder.

### 4. **Do not jump into an excavation as knees and ankles are easily injured.**

**5. There should be no more than a 25-foot traveling distance to a ladder from any point within the excavation.**

# OSHA Soil Classification

## OSHA SOIL CLASSIFICATION: Excavations and Trenching:

29 CFR 1926 Subpart P Appendix A is based on site and environmental conditions, and on the structure and composition of the soil deposits. The soil classification system means a method of categorizing soil and rock deposits in a hierarchy of Stable Rock, Type A, Type B, and Type C, in decreasing order of stability.

Stable rock means: natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed.

### **Type A means:**

Stiff to hard cohesive soils with an unconfined, compressive strength of 1.5 tons per square foot (tsf) (144 kPa) or greater. Examples of cohesive soils are: clay, silt clay, sandy clay, clay loam and, in some cases, silt clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A. However, no soil is Type A if:

The soil is fissured; or

The soil is subject to the effects of vibration from heavy traffic, pile driving, etc.; or The soil has been previously disturbed; or

The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or greater; or

The material is subject to other factors that would require it to be classified as a less stable material.

### **Type B means:**

Medium stiff to stiff cohesive soil with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than

1.5 tsf (144 kPa); or

Granular cohesionless soils including: angular gravel (similar to crushed rock), silt, silt loam, sandy loam and, in some cases, silty clay loam and sandy clay loam.

Previously disturbed soils except those which would otherwise be classed as Type C soil.

Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to effects of vibration; or

Dry rock that is not stable; or

Material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if the material would otherwise be classified as Type B.

### **Type C means:**

Soft cohesive soil with an unconfined compressive strength of 0.5 tsf (48 kPa) or less; or Granular soils including gravel, sand, and loamy sand; or

Submerged soil or soil from which water is freely seeping (**may not be stable except at a much flatter slope than 1.5H:1V**), or

Submerged rock that is not stable, or material in a sloped, layered system where the layers dip into the excavation or a slope of four horizontal to one vertical (4H:1V) or steeper.

### Before you enter an excavation or trench, check for the following:

- √ Protections are in place against identified hazards
- √ Utilities are working with your employer or client to protect you and the utility lines
- √ Water won't enter the excavation
- √ Adjacent structures are stable or supported
- √ Where appropriate testing has been performed to identify any air contaminants or oxygen deficiencies
- √ Assigned PPE fits and is in good shape
- √ Loose rock or soil has been removed or held back at least 2 feet from the edge
- √ A sturdy exit or entrance is in place and within 25 feet of the worker
- √ Excavations sides are sloped, benched, shored, or shielded with a trench box
- √ Walkways are in place for crossing over the excavation, and guard rails are in place
- √ Materials area at least two feet from the excavation's edge or behind barricades
- √ A competent person inspected the excavation/trench and found it safe for work.

## Pay Attention While Driving

"I never saw them!" is the most common excuse heard after a collision. Was the other vehicle invisible? Virtually all collisions involve inattention on the part of one or both drivers. Inattention can involve many things, some of which are day dreaming, distractions, eating, sleepiness, fatigue, "highway hypnosis", talking to others, using a smart/cell phone, etc.

A moving vehicle develops thousands of foot-pounds of energy. YOU as a driver have the responsibility not to use that energy to injure or kill others, or damage their property. Paying attention makes it possible for you to see, recognize and avoid the hazards lurking on the road; these are the three basic elements of defensive driving. The primary attribute necessary for a safe driver is alertness, and paying attention is the most important driving task because it helps create the time you need to recognize hazards and avoid a collision.

One statistic often quoted is that most collisions happen within a short distance from home. Why is this true? Since we mostly drive in our own neighborhoods, the odds are we'll have most of our mishaps there. We are more comfortable closer to home and perhaps we let our guard down (and the other driver does the same thing). You have heard that "familiarity breeds contempt"? Better yet, familiarity breeds inattention. This also applies to the area around our offices. We don't often consider that serious or fatal injuries can occur in low speed collisions.

While it is important for you to be alert and aware, it isn't an easy task. Here is a challenge for you. The next time you drive, try concentrating solely on the driving task. Think of nothing else. Then see how far you get before your mind wanders. Many drivers will not even get out of the parking lot! Seasoned drivers don't have to think about driving much. It's something we do automatically, and our minds are free to wander. And our minds want to wander. Have you ever driven somewhere and been so lost in thought that you could not remember anything about the trip itself? Is this a problem?

Is this a curable problem? Paying attention can become a habit, but you have to work at it. Make conscious, persistent choices not to eat while driving, or whatever you do that takes your attention off where your moving vehicle is pointed. Connect your mind to your eyes and work at consciously analyzing what you see while you drive. This is called "situational awareness." Driving is the most dangerous thing most of us ever do. It deserves your full attention.

## Don't let the bedbugs bite?

If you're sleeping somewhere other than home, beware. Bedbug prevalence is on the rise, and hotels and motels are some of their favorite hangouts. These pesky critters can cause severe itching and welt-like bites, and it's costly to get rid of them if they follow you home. But no need to get depressed just yet. With these easy tips, you can cut your chances of critter trouble while on the road.

### 1. Head straight for the bathroom

Before you check out your hotel room's minibar or oceanfront view, give it a thorough bedbug inspection—and until you've done that, stash your luggage in the bathroom.

### 2. Inspect the bed

Here's how to check for a bedbug infestation: Pull back the linens, and check all the way around and under the mattress and behind the head-board.

### 3. Check the room

Next, broaden your bedbug search to the area immediately surrounding the bed: behind picture frames, under the telephone and alarm clock, and even in books.

### 4. Keep luggage off the ground

Leaving suitcases and bags on the floor—or on a second spare bed—may be one way to bring home an unwanted souvenir. For the duration of your trip, keep your bags on the desktop, on top of the dresser, or on a luggage rack in the room. (Don't leave clothing lying out, either!)

### 5. Move two floors away

Any suspicious marking or evidence of bugs should be enough to warrant a new room, and when it comes to a bed-bug scare, hotel staff should be more than willing to oblige. Request that your new room be at least two floors away from the initial room, since chances are good that the bugs may spread via the wallboards or electrical sockets.

### 6. Have a post-vacation plan

When you return home from vacation, wash all your clothing—even the items you didn't wear—in hot water. Bedbugs can't survive in temperatures above 122 degrees Fahrenheit, so this will assure they don't take up residence in your drawers and closets. (Sending delicates to the dry cleaner will work, too.)

Inspect and vacuum out your suitcases before storing them away, as well—and if you've invested in a plastic luggage case, keep it sealed up until you need it next.

## Hotel Room Emergency Plan

- While you're at the front desk, ask which phone number you should dial in case of emergency. Is there a direct line to the hotel's security team? Should you call the national emergency number?
- Upon arriving at your room, immediately identify a fire escape route. Check the location of the nearest stairwell and/or emergency exit (elevators should be avoided during a fire) and figure out a couple of potential plans for escape in case the hallway is blocked in one direction or another.
- Check the locks on the windows (and balcony door, if applicable) as soon as you arrive, and notify the front desk if any are not functioning. It's a good idea to check these locks again each time you return to the room, as housekeeping may open them and forget to close them again. If your room connects to the one next to it, make sure that door is locked as well.

# The walls will fail, we just don't know when...

A rule to always remember about trenching.

Consider this scenario that led to a worker's death:

A false sense of security was formed because the workers had been doing similar work for 25 years without a serious accident or death. They knew they were out of compliance with the trenching and shoring standard, but they probably planned to be in the trench for only a few hours and thought everything would be okay. They thought the soil was stable, possibly because the trench was dug over 2 weeks ago and nothing had happened. Plus, other workers were in the trench just yesterday and nothing happened to them. But it rained overnight. The conditions that seemed to create stable soil had changed. The soil became wet. The trench collapsed. They could not save their co-worker and he died.

By following [OSHA's excavation standards](#) you can help prevent tragedies like this one and promote workplace safety.

What is the greatest risk in trenching and excavation? Cave-ins.

This is when soil or rock suddenly falls or slides into an excavation. It becomes dangerous when it includes a sufficient quantity of soil or rock to entrap, bury, injure, or otherwise immobilize a person. Soil weighs approximately 125 lbs. per cubic foot. When wet, it can weigh as much as 145 lbs. per cubic foot. A worker in a trench can be crushed by soil, rock, or an object during a cave-in. There is also a significant risk of suffocation – even if the worker's head is not buried, the soil can prevent chest expansion.

Additional hazards associated with excavation include hazardous atmospheres, falling soil or equipment, water accumulation, electrical hazards, and more.

These risks are recognizable and preventable. You can take action to prevent excavation and trenching tragedies at your workplace. Help open workers' eyes about trenching hazards, safe work procedures, and a potentially dangerous thought process.

## NUMBERS TO REMEMBER

There are numerous aspects of OSHA's excavation and trenching standards you should review in your workplace, but we'd like to review several of the elements that can be remembered with the following 9 numbers:

- Keep spoil pile **2** feet from the edge of the trench.
- Ladders should be secured and extend a minimum of **3** feet above the landing.
- Trenches **4** feet or more in depth need proper access and egress.
- If a competent person suspects a hazardous atmosphere, testing will begin at **4** feet or less.
- Each employee in an excavation must be protected from cave-ins when the excavation is deeper than **5** feet or the competent person determines protection is necessary.
- Support systems should extend **18** inches above the excavation.
- At **20** feet or deeper, a professional registered engineer will design the protective system.
- Excavations of earth material should be to a level not greater than **24** inches below the bottom of the shield.
- Spacing between ladders or other means of access/egress should not be more than **25** feet laterally from a worker.



## Rationalizing Unsafe Choices

Making the decision to follow every single safety rule or procedure does not come naturally to us. We constantly have to work towards making the right decisions every single day. Many times individuals find ways to rationalize not working safely. It is important for each worker to recognize this error trap and address it when it arises.

Why We Rationalize Unsafe Choices

For the most part, we all know what the right choice is when it comes to safety during a specific work task. Safety training, policies, procedures, labels, etc. all communicate what needs to be done in order to mitigate hazards and work safely. The problem is, there are many factors that affect whether or not we want to make the right decisions in a given moment. A few of these factors include:

- Time pressure
- Lack of supervision around
- Lack of enforcement of rules
- Energy levels
- Mood



Individuals facing one or more of these factors will use them to rationalize to themselves why a certain safety rule does not need to be followed. For example, "I forgot my fall protection, but it will only take a minute to go up and right back down so I will be fine". We have all rationalized poor choices- whether it was choosing to not wear fall protection or rationalizing hitting snooze seven times before getting out of bed.

"It is the Normal Thing to Do"

When there are other people around who are not making the right choices when it comes to safety it becomes the "normal" thing to do despite not being the correct thing to do. When the norm is working unsafe it makes it difficult for even the individuals who want to work safe to do so. Do not rely on a supervisor or safety person to have to tell you to do the right thing. Make the choice to do what is right despite what others may be doing.

Recognize when you are falling into the trap of rationalizing a poor decision whether that is in your personal life or while on the job. Fight the urge to make the easy decision. Be a worker who follows the rules and helps reinforce a norm of adhering to safe work practices and procedures.

# Ardaman Update



## Injury Incidents:

- Employee was washing soil through #200 sieve in the lab. The project had an abnormally large amount of -200 washes to be performed. They had one hand on the sieve shaking the soil through (left hand) the screen and moving it back and forth and the other hand (right) on the spray nozzle connected to the sink. After constantly performing the sweeping motion with the right arm spraying back and forth left to right, the employee started having pain in their right shoulder the following day and still continued performing the task. If you are injured or feel any discomfort performing a task, stop immediately and notify your supervisor and safety, never continue performing the task. Proactive care is just as important as proactive safety. When performing repetitive tasks, take breaks often and try to rotate out personnel periodically to reduce any exposure to overexertion hazards. First Aid Only.

## Vehicle and Equipment Incidents:

- The AAI vehicle was parked on a job site during the hurricane. When the employee arrived to the jobsite after Hurricane Ian they found the entire exterior hood, fenders, and grill detached from the vehicle and were laying approximately 1000 feet away from the parked truck along with a road sign. It appears that the Hurricane winds caused the damage to our vehicle. The vehicle is still drivable but no longer legal to travel on DOT roadways in its current condition. When hurricanes are coming, park vehicles and equipment in locations that are protected from the elements if available. Park vehicles closer to structures to help reduce exposure to high winds and items that may become projectiles.
- Employee was driving southbound on the roadway. A vehicle in the northbound lane in heavy traffic was stopped and their cat escaped out of the vehicle and ran across the median into the southbound lanes. The vehicle in front of our employee slammed on their brakes to avoid hitting the animal, our employee was unable to stop in time and rear ended the vehicle that had suddenly stopped. Always maintain proper following distance per Smith System which is four seconds from the vehicle in front of you in normal conditions. Increase following distance in poor conditions (weather/visibility). When animals are present, do not swerve or slam on the brakes. The preservation of a human life is the priority in this situation.
- Employee was traveling northbound on the road. While driving, a vehicle heading southbound crossed over the double yellow line and clipped our driver side mirror. The impact caused the mirror glass to get knocked off and a small scuff mark on the side mirror casing. Remember to always Aim high in steering, always look 15 seconds ahead. This helps in identify hazards ahead of you.
- Employee had their company truck parked over the weekend at an apartment complex. When they went to turn on the vehicle on Monday morning, they could hear an exhaust leak and looked under the truck and observed that the catalytic converter had been cut out from the exhaust system. When parking a vehicle outside overnight, choose areas with good lighting, visibility to others, and check on the vehicle daily.
- Employee was parked out away from the main travel area on the jobsite while monitoring concrete placement. While standing near the casting bed approximately 50 yards away, they witnessed a concrete truck turn sharply and strike the rear bumper of our parked truck. The driver did not stop and the yard supervisor was notified.
- Employee entered the roundabout into the right lane. They continued to the third exit in the roundabout. As they made the right to their destination, our driver reduced their speed while exiting the roundabout. A motor bike was passing on the left and our driver moved to the right and another vehicle entering the roadway struck the passenger rear side of our vehicle. Always check your mirrors to ensure you get the big picture around your vehicle.

## Near Miss / Hazard Identification

Highlighted Near Miss/ Hazard Identifications from 43 reports received from the month of September.

- Employee was on site performing a density test with a nuclear density gauge. While they were performing the test a drum roller operator was approaching closely to the designated area being tested. The testing was halted and the gauge was secured by our technician. The operator was notified that they must clear the area and testing would remain suspended until they left the area. This is a great example of our technician recognizing a potential hazard and taking the required steps to ensure their safety, the safety of others, and the equipment.

## Ardaman Safety Audits

Identified Hazards from Loss Prevention Observation/ Safety Audits conducted in the month of September.

- **PPE:** Employee failed to wear gloves while drilling. Approved work gloves must be worn during all drilling activities. They provide protection from pinch, thermal, laceration, abrasion, and friction hazards.
- **Contact with:** Employee failed to perform a safety walk prior to backing a truck and almost struck an object. Always conduct a walk around prior to moving a truck and ask for a spotter if needed.
- **Struck By:** Employee was standing on top of a pressurized hose from a water pump. Never stand on a pressurized hose as you are then immediately in the line of fire if the hose fails.

## Ardaman Health and Safety Recognition Awards



The safety committee reviewed an increased volume of submittals. We are continuing the lottery pool this month and with the increase of submittals this month, we drew two winners at random for a \$25.00 gift card.

**October Winners:**  
Joshua Atkinson: Baton Rouge  
John Daniels: Bartow

A Safety Sticker was awarded to the following individuals:

- **Alex Woodward** for recognition and actions regarding a struck by hazard due to heavy equipment in the area near a nuclear gauge. Employee took necessary actions to protect the equipment. (Shreveport)
- **Hunter Martin** for recognition and actions regarding a coworker placing their hands in the line of fire of a pinch point on the rig. Employee immediately notified the coworker and instructed them where to place their hands and the dangers around that part of the drilling operations. (Baton Rouge)

# November 2022 Safety Quiz

Please circle the letter of the answer that fits best. Some answers can be found in the newsletter

1. A competent person is responsible for checking the excavation before entry, and takes action if safety problems are identified.

A. True            B. False

2. Which systems can be used for protecting workers in an excavation or trench greater than 4 feet in depth ?

A. Trench Box or Shoring            B. Sloping or benching            C. Nothing is needed            D. A&B

3. Excavations deeper than 5 ft. in depth must have protective systems in place.

A. True            B. False

4. At a minimum, daily inspection of tools and equipment should be performed to verify proper and safe operation.

A. False            B. True

5. Excavated materials and equipment must be kept at least?

A. 2 inches from the edge of the excavation            B. 2 feet from the edge of the excavation  
C. 20' from the edge of the excavation            D. All the above

6. A safe means of entry and exit must be provided for an excavation.

A. True            B. False

7. What type of soil is commonly found in Florida and Louisiana regarding OSHA Classifications?

A. Type B            B. Stable Rock            C. Type A            D. Type C

8. Barricades should be used to guard an excavation if mobile equipment can come in contact with the edge.

A. True            B. False

9. You should leave an excavation promptly and properly if you feel that it is unsafe.

A. True            B. False

10. A ladder cannot be further than \_\_\_\_ feet from a worker that is down inside an excavation or trench and must extend 3 feet above the surface and be secured.

A.10            B. 25            C. 30            D. It does not matter

11. What is an employee's last line of defense when exposed to hazards?

A. Training            B. Engineering Controls            C. PPE            D. None

12. Motor Vehicle Records are checked each year and all drivers for Ardaman must report company or personal violations when they occur.

A. True            B. False

All Ardaman employees must complete the quiz and turn it into their H&S coordinator by the end of each month. For those individuals who cannot attend the monthly safety meeting, please complete the quiz and submit it to your supervisor for approval. All completed quizzes must be submitted at a designated location at each office. The supervisor only needs to sign the quiz if you are unable to attend the monthly safety meeting. Please provide a reason for your absence in the box below:

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Employee Print Name	Employee Sign Name	Date
Supervisor Print Name	Supervisor Sign Name	Date