FIELD LEVEL HAZARD ASSESSMENT (FLHA)

Business name

Document: FLHA-001 Rev 1
Assessed: 2026-11-09 17:46
Valid for this shift / task only
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Trenching for services	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Excavation and earthworks

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Get utility locates, then locate and mark services on the ground	Hitting underground services Gas and fuel lines	**Critical Possible / Fatality**	1.1 Keep machine buckets well clear of marked services and use a spotter. [Engineering (guarding)] 1.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.3 Hand expose or hydrovac services before machine digging inside the locate tolerance zone. [Engineering] 1.4 Click Before You Dig: lodge a locate request with your provincial one-call service and wait for the locates. [Administrative] 1.5 Follow your province's ground disturbance rules and keep locate sheets on site. [Administrative] 1.6 Keep plans or locate tickets on site and check them again if the work area grows. [Administrative] 1.7 If you hit a service, stop, get everyone clear, and call the owner and emergency services. [Administrative] 1.8 Wear safety boots, gloves and hi-vis when digging. [PPE] 1.9 Isolate and purge the line before work, with the owner's approval. [Elimination] 1.10 Lock off and tag the isolation valve. [Engineering (guarding)] 1.11 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 1.12 Only licensed gas fitters work on gas lines. [Administrative] 1.13 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 1.14 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 1.15 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]	**Medium Rare / Fatality**	Site supervisor
2	Check for overhead power lines and plan where the machine and spoil will go	Contact with overhead power lines Being hit by heavy equipment	**Critical Possible / Fatality**	2.1 Ask the utility to de-energize, move or insulate the lines before work starts. [Elimination] 2.2 Use non-conductive (fibreglass) ladders near any power lines. [Substitution]	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.3 Mark the safe distance with flags, tape or goal posts and keep all equipment and people outside it. [Engineering (guarding)] 2.4 Keep to the provincial limits of approach and contact the utility before working near lines. [Administrative] 2.5 Use a dedicated spotter whenever equipment moves or raises anything near lines. [Administrative] 2.6 Treat all lines as live. If equipment touches a line, stay in the cab and keep everyone well away. [Administrative] 2.7 Separate people and equipment with barriers, exclusion zones and marked walkways. [Engineering (guarding)] 2.8 Use equipment with working backup alarms, cameras and lights. [Engineering] 2.9 Have a site traffic plan showing equipment routes, loading areas and pedestrian paths. [Administrative] 2.10 Use a spotter when backing up or working near people. [Administrative] 2.11 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 2.12 Operators are trained and competent for each machine. [Administrative] 2.13 Do a pre-start check on each machine every day and record it. [Administrative] 2.14 Wear hi-vis clothing and a hard hat. [PPE]		
3	Pothole by hand or vacuum to expose marked services	Hitting underground services Lifting and carrying heavy loads	**Critical Possible / Fatality**	3.1 Hitting underground services: see step 1 for the full controls [Administrative] 3.2 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 3.3 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 3.4 Use trolleys, pallet jacks, hoists, vacuum lifters or equipment instead of carrying by hand. [Engineering] 3.5 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 3.6 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 3.7 Rotate tasks and take breaks on long lifting jobs. [Administrative] 3.8 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Lost time injury**	Site supervisor
4	Set an exclusion zone and a spotter around the excavator	Being hit by heavy equipment Road traffic	**Critical Possible / Fatality**	4.1 Being hit by heavy equipment: see step 2 for the full controls [Administrative] 4.2 Do the work at low-traffic times, or close the road or lane with approval. [Elimination] 4.3 Put solid barriers between the work and traffic where speeds are high, not just cones. [Engineering (guarding)]	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.4 Use a truck-mounted attenuator or buffer vehicle on high speed roads. [Engineering] 4.5 Set up signs and cones to your provincial traffic control manual, with trained traffic control persons. [Administrative] 4.6 Get a road occupancy permit from the municipality or road authority before you start. [Administrative] 4.7 Park work vehicles to shield the work zone, with beacons on. [Administrative] 4.8 Wear high-visibility clothing to CSA Z96. [PPE]		
5	Dig the trench, keeping spoil back from the edge	Trench or excavation collapse Being hit by heavy equipment Rules: Provincial OHS regulation, excavations and trenches	**Critical Possible / Fatality**	5.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Elimination] 5.2 Barricade or cover the excavation so people and equipment cannot fall in. [Engineering (guarding)] 5.3 Trench or excavation collapse: see step 6 for the full controls [Administrative] 5.4 Being hit by heavy equipment: see step 2 for the full controls [Administrative]	**Medium Rare / Fatality**	Site supervisor
6	Shore, slope or use a trench box in any trench deeper than 1.2 m (1.5 m in Alberta and Manitoba) before anyone goes in	Trench or excavation collapse Rules: Provincial OHS regulation, excavations and trenches	**Critical Possible / Fatality**	6.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Elimination] 6.2 Barricade or cover the excavation so people and equipment cannot fall in. [Engineering (guarding)] 6.3 Shore, slope or use a trench box in any trench deeper than 1.2 metres (1.5 metres in Alberta and Manitoba). [Engineering] 6.4 Keep spoil, materials and equipment at least 1 metre back from the edge. [Engineering] 6.5 Provide a safe way in and out, such as a ladder near where people work. [Engineering] 6.6 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Administrative] 6.7 Never work alone in a trench. Watch for water, cracks and bulging walls, and get out if you see them. [Administrative] 6.8 Wear a hard hat, hi-vis and safety boots. [PPE]	**Medium Rare / Fatality**	Site supervisor
7	Barricade the trench and provide safe ladder access, pump out any water, and keep engine and pump exhaust away from the trench	Public entering the work area Falling from a ladder	**High Possible / Serious injury**	7.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Engineering (guarding)] 7.2 Give pedestrians a safe, marked path around the work, with ramps for strollers and wheelchairs. [Engineering (guarding)] 7.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 7.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 7.5 Make the site safe at the end of each day: cover holes, lower buckets and booms, remove ladders and lock tools away. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				7.6 Use a spotter when moving equipment or materials across public paths. [Administrative] 7.7 Use a platform ladder, mobile scaffold or aerial work platform for longer jobs instead of a straight ladder. [Substitution] 7.8 Use CSA Grade 1, 1A or 1AA ladders in good condition. Remove any damaged ladder from site. [Engineering] 7.9 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 7.10 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 7.11 Keep three points of contact and your belt buckle between the side rails. Do not overreach. [Administrative] 7.12 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 7.13 Check the ladder before each use: feet, rungs, side rails and locks. [Administrative] 7.14 Wear non-slip safety boots with clean soles. [PPE]		
8	Inspect the trench at the start of each shift and after rain	Trench or excavation collapse Rules: Provincial OHS regulation, excavations and trenches	**Critical Possible / Fatality**	8.1 Trench or excavation collapse: see step 6 for the full controls [Administrative]	**Medium Rare / Fatality**	Site supervisor
9	Lay services, then backfill and compact in layers	Trench or excavation collapse Hand-arm and whole-body vibration Loud noise Lifting and carrying heavy loads Rules: Provincial OHS regulation, excavations and trenches	**Critical Possible / Fatality**	9.1 Trench or excavation collapse: see step 6 for the full controls [Administrative] 9.2 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitution] 9.3 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 9.4 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 9.5 Keep hands warm and dry, and take regular breaks. [Administrative] 9.6 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitution] 9.7 Keep noisy equipment away from work areas, and use screens or distance between the noise and people. [Engineering (guarding)] 9.8 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 9.9 Limit time on noisy tools and rotate workers. [Administrative] 9.10 Lifting and carrying heavy loads: see step 3 for the full controls [Administrative]	**Medium Unlikely / Lost time injury**	Site supervisor
10	Reinstate the surface and	Poor housekeeping and waste	**Critical**	10.1 Order materials to size and send packaging back where	**Medium**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	clean up the road and sidewalk	Road traffic	Possible / Fatality	you can. [Elimination] 10.2 Put waste bins and chutes close to the work. [Engineering] 10.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 10.4 Keep exits, stairs and walkways clear at all times. [Administrative] 10.5 Stack materials neatly on level ground, away from edges. [Administrative] 10.6 Wear gloves when handling waste. [PPE] 10.7 Road traffic: see step 4 for the full controls [Administrative]	Rare / Fatality	

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Critical. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of controls: Elimination, Substitution, Engineering (guarding), Engineering, Administrative, PPE.

3. PPE AND PERMITS

Required PPE	Permits and plans
CSA green triangle safety boots (CSA Z195) High-visibility vest (CSA Z96) Hard hat (CSA Z94.1) Safety glasses (CSA Z94.3) Hearing protection Work gloves	Ground disturbance permit / locate

4. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Excavator	Provincial operator training				
Plate tamper					
Hand tools					
Dump truck	Provincial driver licence for the vehicle class				

5. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

6. EMERGENCY ARRANGEMENTS

Emergency number	911	**First aid kit**	In the work vehicle

Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance.
Reporting incidents	Report serious incidents to the provincial regulator as required.		

7. MONITORING, REVIEW AND LEGAL BASIS

The supervisor and crew review this assessment at the start of the shift, whenever the task, crew or conditions change, and before any new work process starts. Re-assess and initial the changes below.

Legal basis: Provincial occupational health and safety law (e.g. Ontario OHSA and O. Reg. 213/91, BC OHS Regulation, Alberta OHS Code). Employers must identify hazards before work starts and control them, and workers must be told about them. A field level hazard assessment is done on site, at the start of each shift or task, and reviewed again when conditions change.

Keep completed hazard assessments for at least 3 years (COR auditors sample the last 12 months). Review this FLHA and re-sign whenever the task, crew or conditions change.

8. PRE-JOB CHECKS

Check	Yes	No
PPE inspected and in good condition		
Tools and equipment inspected		
Permits reviewed and posted		
Locates valid and on site (if digging)		
Barricades or warning ribbon in place		
Muster point and emergency plan reviewed with the crew		
SDS available for products used		
Working alone check-in set up (if anyone works alone)		

9. RE-ASSESSMENT WHEN CONDITIONS CHANGE

Time	What changed	New hazards	Controls	Initials

10. END OF SHIFT REVIEW

Completed at		**Reviewed by**	
Area cleaned up and safe		**Permits closed**	
Incidents or near misses		**Hazards remaining**	

11. REVISION HISTORY

Rev	Date	By	What changed
1	Nov 9, 2026		First issue

12. SIGN-OFF

	Name	Signature	Date	
Prepared by				
Supervisor				
Prime contractor review				Accepted for use: Yes / No

By signing below, each worker confirms they took part in this hazard assessment, it was reviewed with them before work started, and they will follow it. Stop and re-assess if anything changes.

Name	Role / company	Tickets / licences	Signature	Date

Name	Role / company	Tickets / licences	Signature	Date