

**MODULE 3-01                      HAND TOOL DIGGING TEST**

**1. Multiple Choice**

1. One important part of assessing the potential dig site is:
  - 1) Needs to be close to the restroom.
  - 2) Should be in the shade.
  - 3) Locate utility lines and wires.
  - 4) Use the shortest route.
  
2. When choosing digging tools, you should:
  - a) Pick the lightweight ones.
  - b) Inspect handles for cracks.
  - c) Grab the first one you find.
  - d) Take the ones out of someone else's work site.
  
3. What should you do before starting to dig?
  - a) Be sure you have Supervisor approval to dig.
  - b) Know where emergency shut offs are for water, electricity, gas lines etc.
  - c) Confirm you have access to emergency shutoffs, and they are not locked up with the key a mile away!
  - d) Confirm local or near-by shut offs are not covered over by bark dust, dirt, sandbox or take a special tool to access or turn the valve handle.
  - e) Stretch out and warm up muscles.
  - f) All of the above

**II. True/False**

4. \_\_\_\_\_ Power equipment such as backhoes, trenching machines and augers should be used whenever possible.
5. \_\_\_\_\_ Twist your back as much as possible when shoveling.
6. \_\_\_\_\_ Always wear proper footwear.
7. \_\_\_\_\_ Always leave area open so people will see it.
8. \_\_\_\_\_ Place dirt from digging on plastic or plywood to facilitate clean-up process.
9. \_\_\_\_\_ Wear leather gloves for hand protection.
10. \_\_\_\_\_ Use trenching support and shoring when digging more than 4 feet deep.
11. \_\_\_\_\_ Sharpen tools before use.
12. \_\_\_\_\_ Use eye protection when there is a risk of flying debris.
13. \_\_\_\_\_ Sometimes the only thing you can do to break ground is use a shovel as a pogo stick by jumping up and onto it with both feet.

**III. Discussion Questions**

1. What should you do if the ground is too hard and hand tools are not effective?
2. When should you take micro breaks and stretch out muscles?

**Employee Name:** \_\_\_\_\_ **Pass** \_\_\_\_ **No Pass** \_\_\_\_ **Date:** \_\_\_\_\_

Take this test to your supervisor or trainer for sign off.