



MANUAL EXCAVATION

RA NO

DATE

H.T.I Score	7	Medium-Regular monitoring, Supervision
Contract		
Persons involved in RA	Name	Signatures
Foreman		
Second Foreman		
Safety Officer		
Representative		

Documentation Required	Training Required	PPE and Safety Equipment Required
OHS Act and Construction Regulations	General induction - all employees	Life lines
Appointment 6(1)	Toolbox talks	Safety Footwear
Appointments Plant/ Vehicle Operators	First Aider	Dust Masks
Appointment First Aider		Eye Protection
Competency First Aider		Gloves
Appointment Excavation Supervisor		Reflective vests
Excavation Permit		
Excavation Registers		
Appontment Hand Tool Inspector		
Hand Tool Registers		
Appointment Ladder Inspector		
Ladder Registers		

	Activity Steps	Hazards and Risks	Preventative Measures	Rating
1	Tools	Tools which are in a bad condition may cause injuries	Safety officer and representatives to carry out regular inspections to ensure that all equipment is in good condition. All hand tools to be on register and inspected on a monthly basis. Storeman to do a visual check when issuing tools.	9
2	Excavating	Over exertion may cause injuries and disability.	Sufficient rest periods to be observed	5

3	Services	Accidental contact with underground power cables may cause electrocution.	Excavation permit must be provided. Employees will be made aware of the position of the services and services will be marked clearly for the plant operator. Where doubt exists, employees will be issued with non-conductive PPE e.g. rubber soled shoes and rubber gloves and tools will have handles of non-conductive material.	1
		Employee struck on head by pick may cause injuries with disability.	Task to be supervised by a competent supervisor, employees to be spaced well apart from each other when digging the trench.	8
4	Entering and exiting of excavation	Employees can slip and fall when sides collapse. Jumping into excavation can cause injury to feet and other body parts.	All excavations deeper than 1.5m must have access ladders or ramps provided for employees to get into & out of the excavation safely. Supervisors to enforce the use thereof by means of toolbox talks.	9
5	Ground/ soil stability	Collapse of walls with people inside. Can cause death to employees.	Labourers to be warned against undermining. Make use of shoring in all excavations deeper than 1.5 meters. Supervisors to inspect each excavation prior to each shift according to the standard check list provided.	8
6	PPE	Hand injuries may cause disability.	Foreman to ensure that all employees make use of the P.P.E issued to them.	9