



EXCAVATIONS

RA NO

DATE

H.T.I Score	10	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 Operator		Gloves
Competency First Aider		
Plant/ Vehicle registers		
Appointment Excavation Supervisor		
Excavation Registers		
Appontment Hand Tool Inspector		
Hand Tool Registers		
Appointment Ladder Inspector		
Ladder Registers		

Activity Steps	Hazards and Risks	Preventative Measures	Rating
1 Excavation permits	Services underground not pointed out on the permit. Damage to services and damage to equipment and possible injury to personnel.	Ensure an excavation permit is in place and all relevant people have signed. Have a copy of the permit at the area of work.	11

2	Ground and soil conditions	Trench collapsing as a result of poor ground/ soil conditions may cause injuries and disability.	Daily excavation inspection to be done by the appointed responsible person, all findings to be recorded on to register. Sides of excavation to be shored (if necessary) & barricaded immediately. Emergency evacuation plan to be in place in the event of such an incident.	8
3	Rain	Trench collapsing as a result of rain may cause injuries and disability.	Inspections to be done after rain by the appointed responsible person, all findings to be recorded on to register.	12
4	Access to excavations	No safe access into deep excavation may cause injuries and disability.	All excavations deeper than 1.5m must have access ladders or ramps provided for employees to get into & out of the excavation safely	9
5	Spoil heaps	Material falling on to employees working in the trench may cause injuries with disability.	Material to be stacked 1m from the edge of the trench. Task to be supervised by a competent supervisor.	9
6	Plant, Machines and Vehicles	Plant, machines and vehicles working too close to the edge could fall into the excavation or cause the trench walls to collapse	Plant, machinery and vehicles not involved in excavation must not work too close to excavations. No employees to be in trenches when plant, machinery or vehicles are operating near the trenches.	11
7	Excavations standing overnight	Pedestrians, public vehicles or animals could fall into open excavations	Excavations which are accessible to the public must be barricaded to a height of at least 1m. Warning signs to be erected with lights in poor visibility conditions. Excavations must be backfilled as soon as possible after excavation.	11