



MANUAL BACKFILLING

RA NO

DATE

H.T.I Score	8	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	Safety Footwear
Appointment 6(1)	Toolbox talks	Dust Masks
Hand tool register	RA Excavations	Gloves

Activity Steps		Hazards and Risks	Preventative Measures	Rating
1	Access	Injuries can be caused when jumping into or climbing out of excavations	A ladder must always be used to get into and out of excavated area.	8
2	Tools	Wooden handles of picks and shovels may have splinters which will cause hand injuries. Loose pick heads can fall off causing injuries.	Tools must be inspected monthly and a visual check to be done on when issued and before use.	5
		Injuries to feet or hands	Safety boots and gloves to be worn	
3	Dust	Excessive dust can impair lung function	Dust Masks to be worn in dusty conditions	
4	Other employees	Employees can be injured by the tools of other employees if they are standing too close to each other	Employees to be well spaced away from each other	9

5	Stability of ground	Excavation sides can collapse causing injuries due to falling in the excavation.	Employees must check excavation for overhanging rocks that might fail, bad soil conditions that might collapse. Employees must not stand too close to the excavation edge	9
6	Machinery	Machinery in the area can cause vibrations which could cause the excavation to collapse	No employee is allowed in an excavation while machines are working nearby	9