



WORKING INSIDE EXCAVATIONS

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	Overalls
Appointment 6(1)	Toolbox talks	Safety Footwear
Appointment Excavation Supt	First Aider	Dust Masks
Hand Tool Inspections		Eye Protection
Excavation Inspections		Gloves
Competency First Aider		Ladder
Appointment Ladder Inspector		Lifeline
Ladder Register		Hard Hat
PPE Register		

Activity Steps		Hazards and Risks	Preventative Measures	Rating
1	Issuing of PPE.	Defective PPE issued.	All PPE to be SABS approved, supervisor to ensure that the correct PPE is issued to the employees.	5
		PPE not on register.	All employees are to sign for the PPE issued to them, task to be supervised by a competent supervisor, site safety officer to do regular checks on the paper work to ensure that the employees are signing for the PPE issued to them.	5
		Theft of PPE.	All PPE to be kept in a safe and secure place only one person to be in control of the issuing of the PPE, all employees to look after their own items which were issued to them.	5

2	General activities in the trench.	Trench collapsing may result in injuries with disability.	Daily excavation inspections to be done by the appointed responsible person/supervisor. Task to be supervised by a competent supervisor.	8
		No safe access in to the trench may result in injuries with disabilities.	Safe access to be provided in the form of a ladder or ramp. Task to be supervised by a competent supervisor.	8

		Material or equipment falling onto employees may cause injuries with disability.	No material or equipment to be placed on the edge of the excavation. An area of 2 m is to be kept clear from the edge of the excavation. Task to be supervised by a competent supervisor.	8
		Employee over come by fumes may cause asphyxiation with disability.	Minimize the use of petrol and diesel driven machines in the excavations. Task to be supervised by a competent supervisor. Working in confined space procedure to be followed	8
		Employee overcome with heat-stroke may cause disability.	Water to be supplied to the employees, task to be supervised by a competent supervisor.	5