

<b>John Henry Group</b>	<b>JHG Operations Method Statements</b>	
<b>Reference Number:</b> PRO-JHG-MS201	<b>Version Number:</b> 2	
<b>Published Date:</b> 24/08/2023	<b>Next Review Date:</b> 24/08/2024	
<b>Document Owner:</b> Head of Health & Safety	<b>Approved By:</b> HSEQ Director	

## F-JHG MS03: Excavation and Duct Laying

### Scope of Works

Method of work required to excavate and lay required duct safely.

*Note: A Site-Specific POWRA shall be completed prior to commencement of works. The particular hazards associated with this task are documented in the library of Risk Assessments.*

### Sequence of Works

- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with job pack
- Check and ensure that all relevant site access permits, safety cards and paperwork including full job pack is available on site and correct before commencement of works.
- Check and ensure that all plant and machinery are in good working order, have up to date certification and the operators have the compliant and in date licenses
- Check that client and relevant persons are informed and agree commencement date
- Check that all required materials are available and on site when required.
- Ensure that Briefing and Toolbox talk documents are available.
- Ensure that the site has been booked in to upon attendance (site provider requirement, check job pack)
- Check site for potential hazards and note on POWRA. Rectify if possible. Mark danger area & inform crew regarding potential hazard.
- Place emergency equipment (fire extinguisher & first aid kit) in designated area.
- Select an appropriate Traffic Management plan.
- Ensure that all task specific PPE is available, has been checked and is in good working order prior to carrying out any activities.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- Complete a visual inspection of the area, survey the area of approx. 3-5 meters around the site for the present of street lighting, joint boxes chamber, reinstatement scars etc.
- Comply with HSG47 at all times.
- Detect underground services using a Cable Avoidance Tool (CAT).
- Mark out the proposed location of the duct as per the site drawings. Ensure all underground stats are on site prior to any digging.
- Hand digs pilot holes (Insulated tools only) to prove route.
- Ensure minimum distance is kept from underground plant.
- Remove the top surface and reuse the CAT
- Excavate to the required depth according to specifications using either hand tools or mechanical means (1-ton mini digger with toothless bucket only) where applicable.
- Excavations greater than 1.25m deep or in poor ground to be correctly shored using timber/trench box.
- Lay suitable bedding of fine material in the base of the excavation as required.
- Lay duct to Client specification.
- Place a suitable fine fill material around the duct.
- Place in backfill materials and compact layers with roller or wacker & as per Client & site provider specifications.
- Reinstatate to permanent standard to match existing surface.
- The surface profile of a reinstated trench should be left so that the edge and surface depressions are free from trip hazards.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.

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- Remove signing & guarding.
- Ensure that all raw and waste materials are removed from site before leaving site.
- Ensure that the site is left in a safe condition.

#### **Plant & Equipment and Certification Required**

CAT, mini digger, wacker, roller & hand tools Box keys, Wooden Roller, Mechanical Aid & Gas Detector.  
All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture.  
Any electrical tools required will all be 110v in line with the current regulations.

#### **Staff Involved and Certification Required**

Only trained, competent authorised personnel shall be permitted to carry out works. All Construction workers must have the required basic legislative health and safety training and Manual Handling Training:  
Each crew collectively should have a combined training of:

- Sign, lighting and guarding,
- 1<sup>st</sup> aid training
- Street works Course
- Avoidance of Under Ground Services

#### **Access and Egress Points**

Only permitted access/egress points will be used

#### **Interface with Public**

All required third party notification will be addressed by the Site Supervisor.

#### **Working hours**

Normal Working Hours will be 08.00-17.00. Where an emergency Call out is required the working hours may be altered to suit the Client requirements to be agreed by JHG Supervisor.

#### **PPE**

Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (As required), Ear Protection (As required), Dust Mask (As required)