

1. SUMMARY

This document seeks to provide high level guidance and Bartsch Builders expectations relating to this type of work. This document must be read in conjunction with the associated Code of Practice.

2. DEFINITIONS

Excavation work means work to make an excavation or fill or partly fill an excavation. An excavation means a trench, tunnel or shaft but does not include a mine, a well within the meaning of the Natural Resources Management Legislation, or a trench for use as a place of interment.

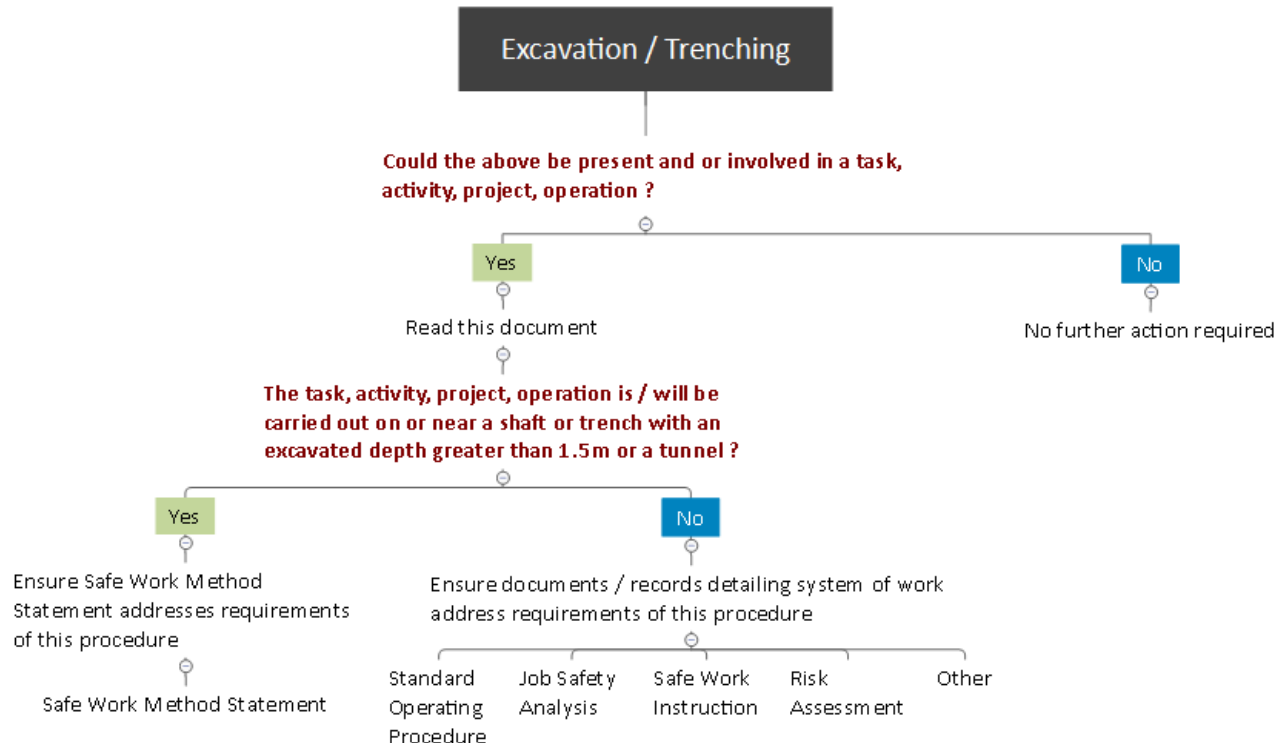
3. OBJECTIVES

Bartsch Builders will take steps to ensure the health and safety of workers before directing or allowing excavation work to commence.

4. RESPONSIBILITIES

POSITION	RESPONSIBILITY
Office Manager	Ensure this procedure is maintained to reflect Bartsch Builders expectations Ensure this procedure is communicated to employee (where relevant)
Office Manager	Assist the Director in maintaining and communicating the procedure
Project Supervisor	Ensure tasks \ activities \ operations are completed in compliance with this procedure
Employees / Sub Contractors	Comply with the procedure and or any reasonable request by management unless it is unsafe to do so. Communicate any suggestion, errors, omissions associated with this procedure to management

5. PROCEDURE \ PROCESS



Page Number:	1 of 4	Document Number:	PRO 009	Parent Document:	WHS PROCEDURES
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Where excavation work is to be carried out the following procedures will apply to all workers undertaking work for or on behalf of Bartsch Builders.

Where excavation work requires the excavation of a trench 1.5 meter or greater in depth:

- A safe work method statement must be developed and maintained for the duration of excavation work, including emergency and rescue procedures where required.

Bartsch Builders acknowledges that excavation work if not managed appropriately can be extremely dangerous and even fatal. Potential hazards include:

- Collapse of an excavation;
- Falls into an excavation;
- Hazardous atmospheres;
- Contact with essential services;
- Falling objects;
- Engulfment.

Hazard and Risk Management

Prior to work commencing Bartsch Builders will ensure that:

- Only those competent to perform excavation related activities shall do so. Refer to SWMS for details.
- Steps are taken to identify all underground essential services, such as, electric cables, communications (copper/fibre optic cables), gas, oil, water, irrigation, and sewerage and storm water pipelines, where necessary they are shut off, capped or otherwise controlled.
- Hazards associated with the excavation process are identified, in particular, consideration should be given to whether the following could occur:
 - The fall or dislodgement of earth or rocks;
 - Falls from one level to another;
 - Falling objects;
 - Inappropriate placement of excavated materials, plant or other loads;
 - The instability of any adjoining structure caused by the excavation;
 - Any previous disturbance of the ground including previous excavation;
 - The instability of the excavation due to persons or plant working adjacent to the excavation;
 - The presence of or possible inrush of water or other liquid;
 - Hazardous manual tasks;
 - Hazardous chemicals (e.g. these may be present in the soil where excavation work is to be carried out);
 - Hazardous atmosphere in an excavation (e.g. using Methyl Ethyl Ketone (MEK) solvent for PVC pipes in poorly ventilated trenches);
 - Vibration and hazardous noise;
 - Overhead essential services (power-lines) and ground mounted essential services (transformers, gas and water meters).
- The risks associated with the excavation work are assessed, taking into consideration:
 - Nature and condition of ground and work environment;
 - Possibility of flooding water or water inrush from any source;
 - Proximity of underground essential services;
 - Whether excavation is or will become a confined space;
 - The proximity of previous or planned excavations;
 - The proximity of buildings or structures;
 - The presence of mobile plant and its effect on the stability and proximity to the edge of the excavation;
 - The placement of excavated materials and their effect of the stability, access, egress or depth;
 - Access/Egress;
 - Static loads;
 - Surrounding vehicular activity and ground stability;
 - Vehicular and pedestrian traffic over a covered excavation;
 - Depth of excavation;
 - Security of workplace;
 - Potential exposures to hazardous substances.

Page Number:	2 of 4	Document Number:	PRO 009	Parent Document:	WHS PROCEDURES
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- Based on the risk assessment, Bartsch Builders will ensure control measures are implemented using the following hierarchy of risk controls, or combination thereof:
 - Eliminate the hazard or hazardous work, or if not reasonably practicable, minimise the risks, so far as is reasonably practicable, by:
 - Substitution – for example, by using an excavator rather than manual method
 - Isolation - for example, by using concrete barriers to separate pedestrians and powered mobile plant to reduce the risk of collision;
 - Engineering Controls – for example, benching, battering or shoring the sides of the excavation to reduce the risk of ground collapse.
 - If there is a remaining risk, implement, so far as is reasonably practicable, administrative controls, for example by installing warning signs near the excavation;
 - If a risk still remains, introduce suitable personal protective equipment.
- Factors that should be considered when choosing suitable control measures include:
 - Excavating plant - when quantities are large, it may be effective to use different types of plant for the various materials to be excavated;
 - Stockpiling arrangements - another site may need to be found for temporary stockpiling of materials;
 - Material placement - the methods and plant used for excavating, transporting and compacting the material should be evaluated;
 - Dewatering equipment, if required, and the system to be used;
 - Transport of the excavated material - the type of plant used, the length of haul, the nature of the haul route, and the conditions of tipping and/or spreading.
- The control measures implemented to protect health and safety are regularly reviewed to make sure they are effective.

Control Measures

During excavation work Bartsch Builders will ensure that:

- Excavations are barricaded or flagged off to warn people of their location and to prevent unauthorised access. If work is carried out where there is low visibility or where there is vehicular traffic additional suitable signage, barricades and flashing lights must be used.
- Suitable access ladders and/or platforms must be used to enter/exit all excavations at regular intervals.
- A safe exclusion zone must be provided from the edge of the excavation of at least 1.5 meters and no plant, equipment and/or materials, including soil, must be placed or operated within the safe exclusion zone.
- Any changes to soil condition, small slips or movements, stress cracks, increased water etc must be reported to the appropriate Manager/Supervisor immediately and work must stop and not continue until the integrity of the excavation has been verified by a geotechnical engineer or other suitably competent person.
- Hard hats and appropriate safety footwear must be worn at all times.
- No person is to work alone in an excavation unless authorised by the appropriate Manager/Supervisor and arrangements have been made for a means of communication in the event of an emergency. At all other times a standby person should be provided and positioned within the safe distance area.

Trenches 1.5 meters and Over

All excavation and trenching work shall comply with the requirements of the Work Health Safety Regulations 2012 (Chapter 6, Part 6, Division 3) and associated Codes of Practice.

The Project Supervisor shall ensure that any “Dial Before You Dig” information, and / or service location drawings be on site where the work is being undertaken with the operator of the plant being used for the excavation work.

Where an excavation / trench is to be 1.5 m in depth or greater, stability control measures stated in related geotechnical report (or similar), where this document is available, are to be taken to prevent any collapse or cave in. These measures may consist of (but are not limited to) controls such as:

- temporary support systems;
- battering or benching;
- Other forms of retaining structures (whether of a temporary or permanent nature).

Page Number:	3 of 4	Document Number:	PRO 009	Parent Document:	WHS PROCEDURES
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Where excavation work requires the excavation of a trench 1.5 meter or greater in depth:

- A safe work method statement must be developed and maintained for the duration of excavation work, including emergency and rescue procedures where required.
- The work area is, so far as is reasonably practicable, secured from unauthorised access having regard to the risk arising from unauthorised access and the likelihood of unauthorised access occurring.
- A competent person is appointed to oversee the excavation work and at least once a day carries out an inspection to ensure conditions at the site are safe and work is being performed in accordance with relevant procedures and safe work method statements.

Page Number:	4 of 4	Document Number:	PRO 009	Parent Document:	WHS PROCEDURES
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