



## SOP - Trench - Less Than 1.5m Deep

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

				
Hardhat	Safety	Gloves	Hi Viz	Boots

### OTHER SIGNAGE



### POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Wildlife in the work area	Environment
Damage to Property	Outdoor work
Public areas	Utilities & Services
Wet weather	Plant & equipment

#### Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction

**Licence or VOC Required: No**

#### Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Service location verified
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

#### Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU

- ✓ Potential emergencies considered

#### Tools & equipment required

- ✓ As selected for the task

#### Operating Procedures / Methodology:

##### Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Locate services
- ✓ Locate previous uncompacted trenches
- ✓ Adequate access & egress
- ✓ Verify if unstable soil, seek geotechnical engineer advice
- ✓ All excavations / trenches which are 1.0 metre or more in depth may require a barrier
- ✓ Permit to excavate

##### Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit

- ✓ Keep spoils and machines away from the trench by a distance equal to the depth

#### Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

#### Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

#### **DO NOT!**

- ✗ use Fuel powered machinery close to trenches without ventilation.
- ✗ Alter this SOP without Management approval

#### Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

#### Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

#### Worker sign-off

Refer to Worker's induction file for signed documents

#### Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[Managing noise and preventing hearing loss at work](#)

[How to manage work health and safety risks](#)

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

[Manual tasks involving the handling of people](#)

[Managing the risk of falls at workplaces](#)

[Scaffolding](#)

[Electrical safety Working near overhead and underground electric lines](#)

[Excavation work](#)

[Managing risks of plant in the workplace](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1892.1 Portable ladders - Metal

AS 1892.2 Portable ladders – Timber

AS 1892.5 Portable ladders - Selection, safe use a ladder

AS 2293 .2 emergency evacuation

AS 2397 Use of lasers

AS 2444 fire extinguishers

AS 2865 Safe working in a confined space

ISO45001 OH&S management systems

ISO 31000 Risk management