


SOP - Trench - More 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
- ✓ Consider
- ✓ Confined space Safety

- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ As selected for the task

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

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 at max 9m centres
- ✓ Verify if unstable soil, seek geotechnical engineer advice
- ✓ All excavations / trenches which are 1.0 metre or more in depth may require a barrier
- ✓ Consider "Is this a Confined space?"
- ✓ Permit to excavate

✓ Shoring or

benched

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
- ✓ Daily check to verify trench stability

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

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

Applicable Legislation / Standards:

✓ WH&S Act & Regulations

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