

SOP - Excavation near Utilities

DO NOT use this plant unless you have been inducted in its safe use and operation by an Authorised Experienced Operator and have been given permission.

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process.

Additional training may be required for high risk plant. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

						
Hardhat	Eye	Gloves	Hearing	Safety	Hi Viz	Boots

OTHER SIGNAGE

							
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POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Asbestos in the workplace	Environment
Damage to Property	Outdoor work
Public areas	Hazardous Chemicals
Wildlife in the work area	Utilities & Services
Wet weather	Plant & equipment
Electrical	Tools

Training Required:

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

Licence or VOC Required: Yes

For selected Plant

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with plant operations and controls
- ✓ Machines serviced to specification

- ✓ Machine guarding in place
- ✓ Services isolated
- ✓ 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
- ✓ Notify regulator
- ✓ Potential emergencies considered

Tools &

equipment required

- ✓ Shovel
- ✓ Vacuum Truck (potholing)
- ✓ Excavator or other digging machine

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Maintain 3 points of contact when accessing machine
- ✓ Seat belts (if fitted) must be worn
- ✓ Locate services and mark (consider potholing)
- ✓ Consider isolation of services
- ✓ Provide exclusion zones
- ✓ Permit to excavate
- ✓ For trenching over 1.5m have Shoring available
- ✓ Spotter to identify potential service location

Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ Never carry passengers on a machine unless on a seat
- ✓ Check for other workers when moving a machine
- ✓ Road regulations apply
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Spotter to stand clear of machine swing
- ✓ No-one to enter trench unless machine stops

Ending Operations / Housekeeping:

- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Overnight warning lights are on
- ✓ Machine parked to minimise unauthorised use
- ✓ 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

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

- ✓ 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 if plant is faulty. Tag-out and report fault to your supervisor
- ✗ Leave plant running unattended
- ✗ Attempt this operation in wet conditions until Risk Assessment is reviewed
- ✗ Use mobile phone while operating plant
- ✗ Alter this SOP without Management approval

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 and control asbestos in the workplace](#)

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

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

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

[Labelling of workplace hazardous chemicals](#)

[Managing risks of hazardous chemicals in the workplace](#)

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

[Excavation work](#)

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

[Traffic management for construction or maintenance work](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1940 The storage and handling of flammable and combustible substances

AS 2293 .2 emergency evacuation

AS 2444 fire extinguishers

ISO45001 OH&S management systems

ISO 31000 Risk management

Worker sign-off

Refer to Worker's induction file for signed documents