



POLYGON

Excavation Checklist

This document may be used to evaluate an excavation and has been designed to facilitate general compliance with the OHS Regulation, thereby ensuring the safety of workers. It should not be considered an exhaustive list and further steps may need to be taken to ensure compliance and the safety of workers depending on the nature of the excavation and the work to be done.

For All Excavations

- Safe means of entry and exit must be provided
 - Spoil piles must be 1.2m (4ft) back from the edge
 - If the excavation is a trench then the distance is reduced to 0.6 m (2ft)
 - Any crossing must be at least 0.5m (20in) wide and able to adequately support workers
 - Water must not be allowed to accumulate in the excavation
 - Erosion of slopes by surface water must be prevented
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If the excavation is greater than 1.2m (4ft) in depth then the above applies in addition to;

- Any crossing must also be equipped with guardrails
- Sloping and shoring must be done in accordance with the Regulation unless
 - the excavation is greater than 6m (20ft)
 - there are any structures or recent improvements adjacent to the excavation
 - there is heavy vehicle traffic, road construction, or compaction close to the excavation
 - there is water coming out of the sides or base of the excavation
 - the ground slopes away from the top of the excavation at an angle steeper than 1 vertical to 3 horizontal (18.5 degrees from level)

If **any** of the five conditions immediately above exist then written instructions of a qualified registered professional are required and must be available on site prior to any work commencing in the excavation. Verbal instructions alone are insufficient.

Written Instructions

The written instructions should contain the following information;

- Date of issue
- Site Address and specific location of excavation(s)
- Drawing, plan, and sections and/or clearly written instructions
- Description of the expected soil conditions, or confirmation upon site review
- Limitations for machinery or equipment being adjacent to the excavation(s)
- Time period for which certification applies
- Influence of changing weather conditions
- Name of the certifying qualified registered professional, signature, and seal

Written instructions may refer to initial certification documents but all documentation must be available on site prior to any worker entering an excavation.

Pre Entry Meeting

It is recommended that a brief documented meeting be held with workers and their supervisor prior to entry into an excavation to review the details of the work and the steps taken to ensure their safety.

- Meeting conducted and documented