

QUICK GUIDE

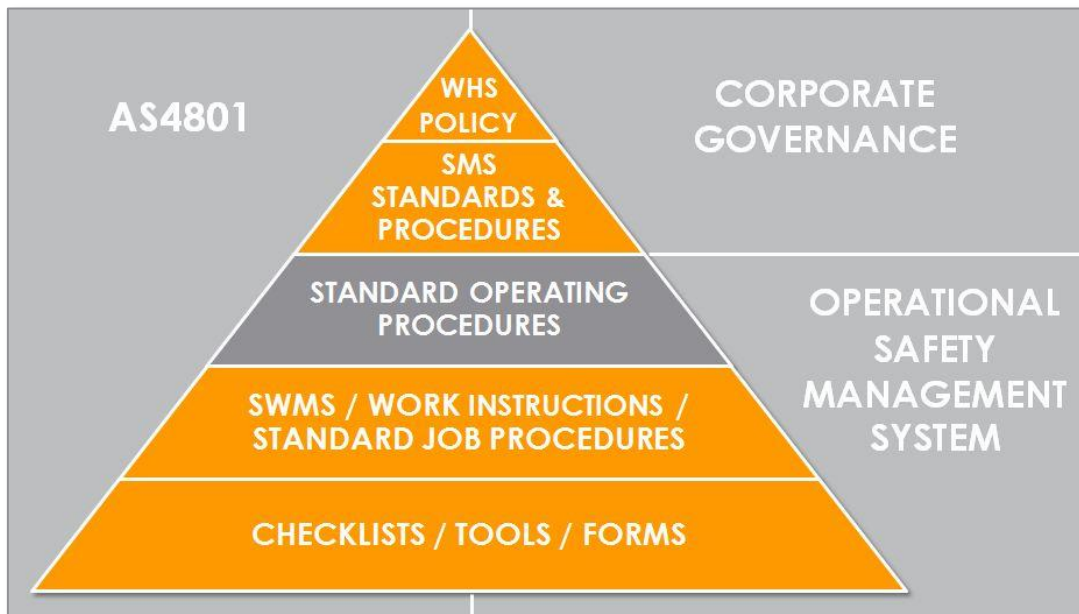
SAFETY Everyone. Everywhere. Every day

GROUND DISTURBANCE

DOC ID REF241 VERSION 2

DOC OWNER Tom Foster ACTIVE DATE 17/08/2017

1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for undertaking ground disturbance works such as excavation and trenching.

This Quick Guide has been developed as information and planning resource only and is not to be used as a WHS inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- SOP Ground Disturbance (PRO419)
- Ground Disturbance SWMS (SWMS5)
- Ground Disturbance Inspection (FOR222)
- WHS Audit and Inspection Procedure (PRO366)

4. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. RISK ASSESSMENT	
(a) A SWMS (SWMS5) and Record of Ground Disturbance Form (FOR222) has been undertaken for ground disturbance work.	Sections 7.2 & 7.3.3 (PRO419)
(b) Record of Ground Disturbance (FOR222) is completed each day, where there is change in conditions or rainfall, when trench depth reaches 1m, when trench depth reaches 1.5m, where there is a change of excavation dimensions and after a break.	Section 7.2 (PRO419)
2. ASSESS SITE	
(a) Locate underground services (e.g. site maps, Dial Before You Dig, information from owner, cable avoidance tool, pot holing and Vac Truck).	Section 7.3.1 (PRO419)
(b) Assess impact to adjacent buildings and structures.	Section 7.3.2 (PRO419)
3. RECORD OF EXCAVATION INSPECTION	
(a) Current Record of Excavation Inspection Form in place.	Section 7.3.4 – 7.3.6 (PRO419)
(b) Spotter allocated and on the job at all times that Ground Disturbance work is being undertaken.	Section 7.4.1 (PRO419)
(c) Records of inspections and WRAPs are kept within TRIM.	Section 7.2, 7.3.3, 7.6 (PRO419)
4. ISOLATION OF SERVICES	
(a) Buried or concealed services are isolated and de-energised where possible.	Section 7.3.6 (PRO419)
(b) Continuous gas detection is in place where there is an exposed gas or fuel line.	Section 7.3.6 (PRO419)
5. BARRICADES	
(a) Suitable barriers and warning signs installed where required.	Section 7.3.7 (PRO419)
6. COMMUNICATION	
(a) Two-way communication procedures are established between mobile plant operators and ground personnel.	Section 7.3.8 (PRO419)
7. EMERGENCY PLAN	
(a) An emergency plan is in place and rehearsed.	Section 7.3.9
8. SPOTTER	
(a) For any excavation or trenching work, a spotter (stand-by person) is allocated.	Section 7.4.1 (PRO419)
(b) The role of the spotter is to check adjacent equipment and observe practices to ensure that they are being conducted safely and in accordance with risk assessments, SWMS and Permit to Work.	Section 7.4.1 (PRO419)
9. ACCESS AND EGRESS	
(a) No person is to enter trench without control measures in place.	Section 7.4.2 (PRO419)
(b) Ladders are to be used to enter and exit trenches.	Section 7.4.2 (PRO419)
10. PPE	
(a) Ankle high laced safety boots (or safety gumboots), long-sleeve high visibility clothing, drill long pants, gloves, hard hat with a wide brim, clear/tinted safety glasses, sunscreen and aural protectors are to be worn, along with any other equipment as identified in a risk assessment.	Section 7.4.3 (PRO419)

AT ALL TIMES	REFERENCE
11. PLANT AND EQUIPMENT	
(a) No petrol or diesel equipment is in or near the trench.	Section 7.4.4 (PRO419)
12. EXCAVATION STABILITY	
(a) Stability control measures during excavation is in place.	.Section 7.4.5 (PRO419)
(b) Plant and equipment is kept at a distance from the excavation	
(c) Dewatering is to occur where there is a risk of accumulation of excess water.	
(d) Excavated soil is placed at least 1m from edge of excavation.	
(e) Backfilling and rehabilitation requirements are to be determined before excavation works commences.	
13. INCIDENT REPORTING AND RECORD KEEPING	
(a) All incidents are reported as per QUU WHS incident reporting process.	Section 7.5 (PRO419)
(b) All records (i.e. completed SWMS, permits, inspection records etc.) are held in TRIM with physical hard-copies securely kept / held at site in a manner that is easily accessible for audit and review process.	Section 7.6 (PRO419)

6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:

- there is an identified risk to business,
- a significant safety event occurs,
- incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
- there are changes in associated legislation, and
- there is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.