

Critical Control Check – Working in and around excavation

Name of person(s) conducting check:	
Date of check:	
Site & Job Location:	
Job description/work type:	

Critical Controls	✓	✗	Comments
Plant Critical Controls			
Work areas where the excavated area has a depth of at least 1.5 metres must: <ul style="list-style-type: none"> • Be secured from unauthorised access; • Be adequately supported by one or more of the following: <ul style="list-style-type: none"> ○ Shoring by shielding or other comparable means (e.g. boxing); ○ Benching; and ○ Battering. 			
Prior to excavation activities, controls must be implemented to prevent a person from: <ul style="list-style-type: none"> • Falling into an excavation; • Being trapped by the collapse of an excavation; • Being struck by a falling object; and • Being exposed to an excessive amount of airborne contaminant. 			
Process Critical Controls			
For all identified excavation activities and all work to be carried out within a confined space a Risk Assessment must be completed which considers the risk of excavation collapse or subsidence to determine the method of excavation and signed off by an authorised person and Safe System of Work adhered to prior to commencing excavation activities.			
Prior to commencing excavation activities, the most recent underground essential services information must be obtained for the excavation area and the areas adjacent to the excavation.			
When carrying out excavation activities near power lines the location of any overhead power lines must be identified and based on the identified voltage “No Go Zones” and spotters must be established.			
During excavation activities the operator must ensure: <ul style="list-style-type: none"> • Plant and equipment is only to be operated within the manufacturer’s specifications; • The operator does not leave the plant and equipment controls while the motor is running or when there is a load within or fitted to an attachment; and • Excavated materials or loads are never positioned directly above the operator’s compartment or personnel. 			
People Critical Control			
All excavation activities involving the use of plant and equipment are to be undertaken by personnel with the relevant level of training or competency for that item of plant or equipment. Personnel must also hold a current license for that item of plant or equipment where required by legislation.			
If any item is non-compliant pause the job and rectify the issues prior to restarting. If a number of areas have identified issues of non-compliance, then consider logging an incident.			

Action Taken	Responsible Person	Due Date

Was positive feedback given? If so, provide detail below		