



SAFE WORK METHOD STATEMENTS

Project Name:	
Company Name:	Activity/Trade: Excavation Work
Address:	Office Contact No:
Supervisor Name:	Contact No:

Procedure (in steps) <i>(Break the job down into steps. Each step should accomplish some major task and be in logical sequence.)</i>	Possible Hazards <i>(Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or potential harm arising.)</i>	Risk Rating (See below)	Control Measures <i>(Describe what action or procedure will be taken to eliminate or minimise the risk of injury or damage. Use the Hierarchy of Controls below as a guide</i> 1. Eliminate the Hazard 2. Substitute the material or equipment 3. Isolate the hazard 4. Implement Engineering control 5. Implement Administrative control 6. PPE	Person who will ensure this happens
Excavation Work	Fall from height	High	1. Facilitate with safe work platform. 2. Ensure safe access & egress, 3. Safety net to be fixed on the edges of excavated area. 4. Full body harness nearby excavated area & other mandatory PPEs i.e. safety shoes, safety helmet, High visibility Jacket to be worn. 5. Edge protection form pit (Hard barriction)	
	Sleep from ramp	Medium	1. Steps of ramp to be maintained with proper hand rail. 2. Soil Erosion to be taken care.	

E - Extreme Risk: The hazard has the potential to kill or permanently disable a person

M - Medium Risk: The hazard has the potential to cause a LTI < 7 days

H - High Risk: The hazard has the potential to cause a LTI ≥ 7 days

L - Low Risk: The hazard has the potential to cause a minor injury that will not disable a person (ie: Nil LTI)

Document Name:	Version	Correct as at:	Page No.
Excavation	01		# of 7



SAFE WORK METHOD STATEMENTS

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	Hit by falling objects, moving objects	Medium	<ol style="list-style-type: none"> 1. Display the awareness signage near work area. 2. Ensure No Man movement near by Excavator machine. 3. Provide hard barricade. 4. These processes we will follow during all area excavation at site. 5. Soil cutting in degrees from top of excavated pits. 6. Keep loose soil 2 mtr away from edge. 7. Removal of lump from edge. 8. Man and machinery movement should be restricted near the edges of the excavated pits. 9. Proper stacking of materials and it should be out of barricading area at least 1.5 meters away. 10. Ensure Operator having valid License. And competent in Excavation work 11. Work shall be conduct under competent supervision. 	

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Document Name:	Version	Correct as at:	Page No.
Excavation	01		# of 7



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	Side wall collapse, cave in, etc	High	<ol style="list-style-type: none"> 1. Removal of soil lumps from edges. 2. No movement of worker near edges. 3. Either shoring, benching or safety nets to be provided. 4. Maintain benching cutting & sloping as per standard. 	
	Poor visibility	Medium	<ol style="list-style-type: none"> 1. Provide more lights to increase visibility. (150-200 Lux). 	
	Electricity	High	<ol style="list-style-type: none"> 1. Use overload earth leakage protection device. (ELCB & RCCB) 2. Only authorized licensed electrician can work & follow Loto system during maintenance in electrical unit. 3. Rubber mat near DG fire extinguisher. 4. Weather proof DG & DB use at site. 5. Provide shade 6. Inspected PPE to be used. 	

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Document Name:	Version	Correct as at:	Page No.
Excavation	01		# of 7



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	Noise	Medium	<ol style="list-style-type: none"> 1. Periodic maintenance of equipments, 2. Routine checks & inspections. 3. Keep engine off when not in use. 4. Minimum accelerate the noise. 5. If noise is more than 80 dB provide earmuff to all. 	
	Dust	Low	<ol style="list-style-type: none"> 1. Water sprinkling at site. 2. Nose mask provide to all 	
	Water sipage and Accumulation	Medium	<ol style="list-style-type: none"> 1. Remove the water from pit immediately. 	
	Excavator swing area in side	Medium	<ol style="list-style-type: none"> 1. During excavation, nobody should be allowed in site the pit. 2. Swing area should be barricade at work time. 	

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Document Name:	Version	Correct as at:	Page No.
Excavation	01		# of 7



HIRA

Personnel Summary

SUPERVISOR'S DETAILS

Supervisors Name & Qualifications:	Name: Swapnil Sarokhe Experience: 4 years Qualifications:
Supervisor's Responsibilities:	<i>In addition to the above, the supervisor is to provide training in the use of this WMS, issue PPE and provide training in the same, supervise the work, ensure conformity with this WMS, amend the WMS when additional hazards are found (and if applicable, ensure all workers receive a tool-box talk to discuss the control measures for the additional hazards).</i>

DESCRIPTION OF TRAINING THAT HAS BEEN GIVEN TO PEOPLE INVOLVED WITH THE WORK

H&S GENERAL INDUCTION: <i>All workers must have successfully completed industry induction training</i>
WORK ACTIVITY TRAINING: <i>All workers need to have been trained in the activities outlined in this safe work method statement.</i>
SITE INDUCTION: <i>All workers are to be site inducted by the Principal Contractor, prior to commencing work on site.</i>
OTHER: (List other training undertaken by workers): (eg: Confined Space, Manual Handling, Traffic Control etc)

TICKETS, PERMITS or LICENCES REQUIRED to undertake this work (ie. Certificates of Competency, Confined Spaces etc):

N.B. - Copies of the above must be shown to the Principal Contractor during site induction.

LEGISLATION, CODES OF PRACTICE and GUIDELINES applicable to this work

All work to comply with the <insert location> H&S Acts and Regulations and amendments, Workplace Injury Management & Workers Compensation Acts

Additional Codes and Standards applicable to this trade:

Document Name:	Version	Correct as at:	Page No.
Excavation	01		<#> of 7



SAFE WORK METHOD STATEMENTS

Equipment & Material Summary

PLANT and EQUIPMENT used and MAINTENANCE FREQUENCY:

Serial	Plant/Equipment	Contractor	Government Registration No. (Where applicable)	Plant Hazards identified and controlled within WMS?	Maintenance/service records and log books sighted by Principle Contractor prior to equipment being used on site?			
					Yes	No	Sign	Date
1	Excavator	V R Construction						
2	Tipper/ Hyva	V R Construction						
3	Tools for manually digging	V R Construction						

ELECTRICAL EQUIPMENT USED DURING THE WORKS (Attach Electrical Equipment Register if applicable):

Item	Tag/Item Number	Testers Name & Signature	License Number	Test Date	Result	Test Date	Result
NA				___/___/___		___/___/___	
				___/___/___		___/___/___	

HAZARDOUS SUBSTANCES or DANGEROUS GOODS USED IN THE WORKS and anticipated volumes (Attach MSDS if applicable):

Date on Site	Date Left Site	Product Name	Purpose (ie. Application on site)	Location & Volume Used on Site	Controls (& PPE to be worn)	MSDS Date	MSDS Attached (Y/N)
/ /	/ /	NA				/ /	
/ /	/ /	NA				/ /	
/ /	/ /	NA				/ /	

N.B. - All workers must be trained in the safe use of all chemicals and provided with the PPE required when using and storing these chemicals. Disposal is to be as per the waste disposal methods in the MSDS. Spillage and leaks are to be cleaned up as per the spill/leak procedures identified in the MSDS.

Document Name:	Version	Correct as at:	Page No.
Excavation	01		# of 7



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We agree that we have been consulted in the hazards and control measures and agree to complete the work in accordance with our Work Method Statement (WMS).

We have been provided with training in all tasks outlined in our WMS and in the Codes of Practice applicable to our work.

Employee / Worker	Signature	Date	Employee / Worker	Signature	Date
1.		/ /	8.		/ /
2.		/ /	9.		/ /
3.		/ /	10.		/ /
4.		/ /	11.		/ /
5.		/ /	12.		/ /
6.		/ /	13.		/ /

Reviewed by:
Representative)

Signature:

Date: (Principal Contractor's

Any changes, additions or deletions made to this WMS are to be covered with the above personnel and the Principal Contractor's representative at a Toolbox meeting (Record date and time of Toolbox meeting below):

Date: _____

Time: _____

Comments: _____

A copy of the Toolbox Meeting must be attached to this WMS.

Document Name:	Version	Correct as at:	Page No.
Excavation	01		7 of 7