

## Excavations Checklist / Aide Memoir

### 1. Personnel

- Plant operator qualification?
- Banksman training?
- Induction complete?
- TBT completed to include actions on seeing or hitting utilities?
- 1<sup>st</sup> aid trained?
- PPE

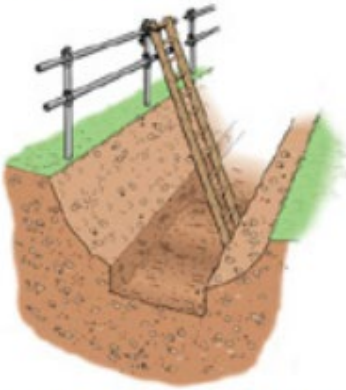
### 2. Equipment & Procedures

- Plant inspection complete?
- Spill kit available?
- CAT scanner check?
- CAT scan complete?
- RAMS in place?
- Emergency rescue plan?
- Up to date drawings available?
- Is the excavation within 3m of a sub station / significant electrical installation? If so hand dig
- Permit in place?
- Plant to be kept away from edges
- Have nearby buildings and foundations been considered?
- Plan for removing water?
- Could gasses of any sort settle in the base of the pit and create a suffocation hazard?
- Barriers to prevent unauthorized access to excavation and protection when work not in progress?
- If excavation is a trench and no access is required to trench = OK
- If excavation is a trench and access is required; if >1m deep shoring is always required. If <1m deep it is possible depending on soil type that shoring is not required – see RA. If the work requires the operative to bend down below the top of the trench, the sides must be shored. Consider use of hand tools to avoid the need to enter the trench.
- If excavation is a pit which requires personnel access, how is safe access ensured and how are edges shored?
- Minimise open excavation

Excerpt from HSE: Excavation: What you need to know as a busy builder

## Digging excavations:

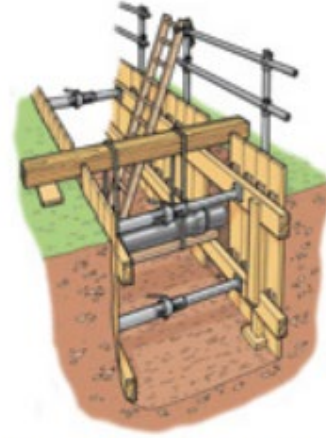
### Good practice



A simple trench with sides battered back to 45° (guard rails on right hand side omitted for clarity)



Trench sheets with timber walings, screw props, puncheons and sole plates



An example of a shored excavation with ladder access and supported services (guard rails on left hand side omitted for clarity)