

**SAFETY MANAGEMENT PROCEDURE  
FOR  
EXCAVATION AND TRENCHING**

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## 1. APPROVAL

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## 2. PURPOSE

The purpose of this procedure is to set out the minimum standards for developing, implementing and improving ground trenching and excavation operations to prevent harm to people, environment and plant. This procedure aims to enable the safety of all personnel working in or near excavations, trenches and associated earthworks.

## 3. SCOPE

This procedure applies to activities that disturb the earth (either performed manually or by using machinery) and which have the potential to interfere with buried or concealed services, such as transmission cables, pipelines, electric conduits and hazardous materials. These activities include, but are not limited to, digging, trenching, excavation, quarrying, benching, augering, cutting, pile driving, driving picks and stakes.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Authorised</b>	Means authorised by a permit, registration or other authority, as required by regulation.
<b>Competent</b>	Is a combination of attributes, including skills, training and experience, relevant to a work task or function that enables a person to perform that work task safely or discharge that function in accordance with company expectations.
<b>Concealed Service</b>	Is a buried or otherwise concealed facilities (including cables, pipelines, vessels and valves) installed for the purpose of transmitting, storing or controlling energy or a substance.
<b>DO NOT DIAL</b>	the dial before you dig phone, fax and/or on-line service.
<b>Excavation</b>	A hole in the earth, or a face of earth, formed after rock, sand, soil or other material is removed.
<b>Excavation</b>	Is work to make, fill or partly fill an excavation.
<b>Geotechnical Engineer</b>	Is an Engineer whose qualifications are acceptable for membership of the Institution of Engineers, Australia and who has qualifications and experience in soil stability, mechanics and excavation work.
<b>Shoring</b>	Is the use of timber, steel or other structural material to support an excavation to prevent collapse so that trenching, excavation or construction work can proceed.
<b>Trench</b>	A horizontal or inclined way or opening that: