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| **Company Information** | |
| **Company:** | **Workplace Location:** |
| **Prepared By:** | **Date:** |

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| --- | --- | --- | --- | --- |
| **Classify Level of Risk** | Low (L) | Moderate (M) | High (H) | Extremely High (EH) |

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| **Tasks / Activities** | **Hazard** | **Risk Level** | **Control Measures** |
| **Digging trench** | Impact with underground cable/water/gas lines | **M** | Call before you dig 1800 474 6886. If possible obtain maps of all underground lines. Dig slowly. Competent person must supervise digging. Hand digging in the vicinity of underground services. Experienced excavator operator only. If using contractor ensure contractor orientation is performed. Do not use pointed objects to probe for electrical or gas lines. |
| Cave in | **L** |
| Excavator contact with trees/rocks | **L** |
| **Working in trench** | Cave in | **L** | Trench to never exceed 4 feet in depth. Dig in stable soil when possible (type A – see table 1 below). If cave in is expected utilize appropriate shoring. Do not spend more time in the trench than necessary. Ensure material/equipment does not inhibit escape from trench. Keep excavated material at least 2 feet away from the edge of the trench to avoid possible cave ins. |
| **Working around trench** | Fall into trench | **M** | Hold tailgate meetings to discuss the hazards of working near a trench. Maintain supervision of all employees. Ensure vehicles stay away from the edge of a trench. |
| **Other Recommendations:**  Utilize frequent tailgate meetings to ensure all workers/contractors are aware of hazards. | | | |
| **Table 1: Soil Types** | | | |
| **Soil Type** | | **Description of Soil** | |
| A | | Hard and Solid | |
| B | | Likely to Crack or Crumble | |
| C | | Soft, Sandy, Filled or Loose | |

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