

1. Purpose

The purpose of this procedure is to assist with the protection of workers, visitors and members of the public from the hazards associated with excavation, trench and shaft operations.

2. Scope

This procedure applies to all assets and premises owned, leased or occupied by Melbourne Water employees and contractors. This procedure applies to excavation, trench and shaft work conducted by Melbourne Water and its contractors.

The WorkSafe [WorkSafe Victoria Compliance Code: Excavation](#) shall be followed, with the addition of the contents of this procedure.

3. Job Planning

Work planning must be undertaken in consultation with all stakeholders involved in the work.

The Excavation Planning and Inspection Checklist can be used to assist in the planning of work.

4. WorkSafe Notification

WorkSafe must be notified of the following types of excavation:

- A shaft 2m or deeper
- A trench 1.5m or deeper
- A tunnel that a person can enter

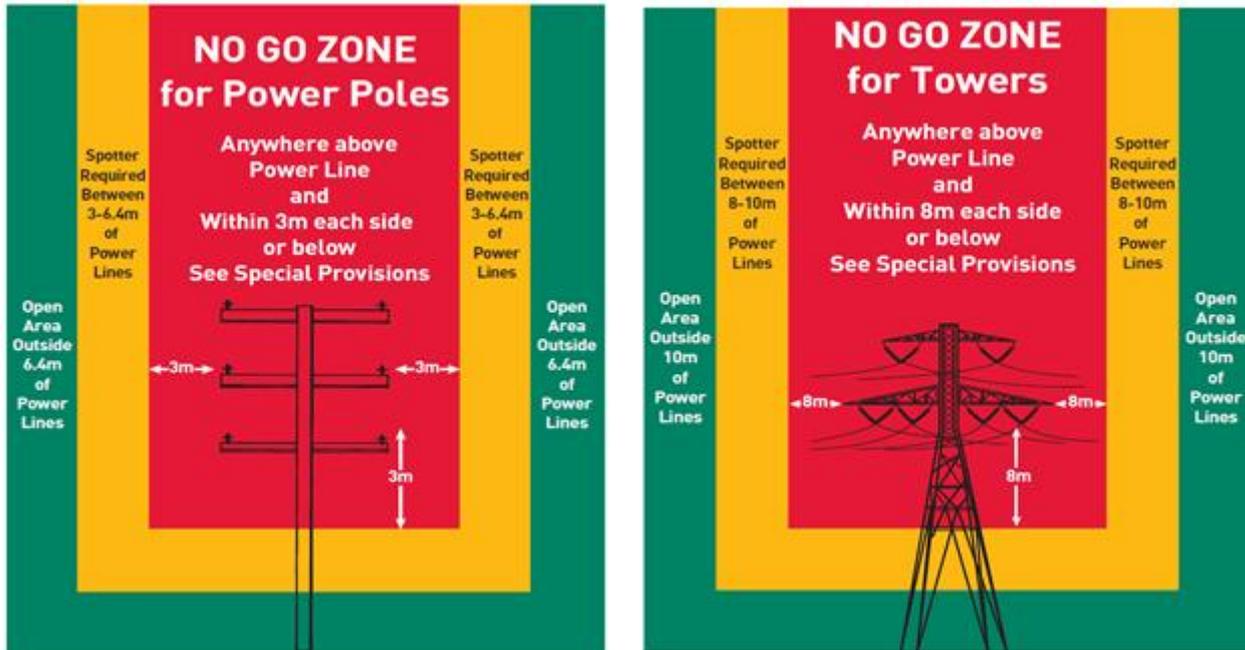
The notification must be given in writing by the site supervisor at least 3 days prior to commencing work using the [WorkSafe Victoria: Construction excavation notification](#).

Excavations that meet the notification requirements also require a safe work method statement (SWMS).

5. Overhead Assets

All underground and overhead hazards must be considered in job planning with appropriate controls included in your Risk Assessment.

The relevant Asset Owners shall be consulted if work is to occur within a No-Go Zone.



6. Environmental Considerations

6.1 Controlling Dust

All work areas must be managed to eliminate or reduce the generation of dust considering the following controls:

- use water trucks or water hoses
- reduce non-essential vehicle movement and utilise sealed roads where possible

6.2 Cultural Heritage

If cultural heritage is identified at the location where trenching, excavation or shaft operations will be undertaken, work must stop immediately and consult the relevant cultural heritage management plan.

6.3 Contaminated Soil

Where excavation operations must be undertaken on suspected contaminated land, a core sample of the soil must be collected and analysed to confirm the type of contamination. Any contaminated soil must be handled and disposed of in accordance with the Prescribed Industrial Waste Procedure.

7. Future Service Identification

All assets should have appropriate identification tape, concrete pavers and/or copper locating wire placed at approximately 100mm above the asset, to ensure they are easily located during any future works. Any alteration, addition and/or removal of assets during an excavation should be updated on the appropriate asset plans to ensure that future asset location is as accurate as possible.

8. Emergency Response Plan

Emergency response plans must be developed in consultation with those working within the excavation.

Emergency Response Plans must be:

- reviewed and understood by all team members before work starts
- able to be executed by the rescue team

A physical or desktop rehearsal of the Emergency Response Plan shall be completed, including inspection and testing of all required rescue equipment.

9. Inspection of Excavations

Excavations and trenches shall be inspected at the start of each shift, as the excavation is entered and before starting any work.

A documented inspection using Excavation Planning and Inspection Checklist is required where:

- site conditions have significantly changed, or;
- when a job is returned to after 48 hours
- following extreme weather events

10. Training

Role	Training Requirements
Site Supervisor	Trench and Shoring Installation

11. Responsibilities

Reference	Definition
Project Initiators	Appropriately plan excavation work Consider all underground and overhead hazards associated with excavations
Site Supervisor	Ensuring employees attend training as required Ensuring this procedure is implemented Notify WorkSafe of excavations (when required) Conduct inspections of excavations where required Ensure emergency response plans are developed

12. Document History

Date	Reviewed/ Actioned By	Version	Action
Feb 2019	SHEQ Innovation and Technology Manager	11	Updated to reflect compliance code
July 2021	SHEQ Systems Integration Specialist	12	Updated to new template and updated formatting. Removed references table.