

CREW DETAILS

IN AN EMERGENCY CALL:

Team Lead:
Task Phone Number:
Crew:

TASK OVERVIEW

Purpose of Task:
Date of Task:

Task Benefit: Accelerates project timelines with targeted excavation. | Enables installation and repair of essential services. | Improves grading and drainage to prevent flooding. | Prepares stable bases for hardscapes and structures. | Removes contaminated or unsuitable soils safely.

HAZARDS

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|-------------------------------|-----------------------------------|--|---|--------------------|--|
| Adjacent structures and trees | Collapse, subsidence, root damage | Protects assets and roots while enabling the required excavation near boundaries and features. | Survey for foundations, retaining walls and tree roots; agree standoff distances and temporary works. Avoid undermining by stepping back excavations, using trench boxes or propping. Monitor for cracks or movement, stop work on signs of distress, and consult an engineer or arborist as needed. (ALL) | Operatives, public | Before Measure: High After Measure: Med |

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|---------------------------------|---------------------------------------|--|--|--------------------|--|
| Breaking and cutting operations | Flying debris, vibration, lacerations | Enables accurate trimming and access through hard materials so small groundworks proceed on schedule. | Select low-vibration breakers/saws with water suppression or on-tool extraction. Use guards, face/eye protection and cut tables. Exclude bystanders from fragment throw, control leads/hoses to avoid trips, and rotate tasks with timed breaks. Maintain discs, chisels and anchors to maker specs. (ALL) | Operatives, public | Before Measure: High After Measure: Med |
| Contaminated or suspect ground | Exposure to hazardous substances | Prevents harm and enables compliant handling so the project can proceed lawfully and safely. | Check pre-construction information, previous land use and visual/olfactory cues. Stop on suspect odours, asbestos-type fragments or sheens; sample and classify spoil. Use CAT 3 coveralls, gloves and appropriate RPE; segregate wastes, avoid watercourse runoff, and use decon procedures and welfare. (ALL) | Operatives | Before Measure: High After Measure: Med |
| Excavation sides and support | Collapse, entrapment, crushing | Allows safe entry to trenches and pits so drainage, ducting and bases can be installed to specification. | Appoint a competent person to select shoring, trench boxes or safe batter. Install support before entry; inspect at start of each shift and after rain or impacts. Keep loads and plant back from edges, avoid undercutting, and maintain records. Stop work if any movement or cracking appears. (ALL) | Operatives | Before Measure: High After Measure: Med |
| Hand-arm vibration | Nerve damage, circulation issues | Sustains workforce capability so skilled tasks can be completed over a full shift and season. | Plan exposure using points or traffic-light data; choose the lowest vibration tool and sharp consumables. Limit trigger time with rotation and breaks, keep hands warm/dry, and maintain neutral grip. Implement health surveillance and record exposures; redesign tasks to reduce or eliminate tooling. (ALL) | Operatives | Before Measure: High After Measure: Med |

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|-------------------------------|---|--|---|--------------------|--|
| Lifting of pipes and chambers | Crush injuries, dropped loads | Allows precise placement of heavy components, improving quality and reducing rework delays. | Plan lifts to LOLER; use rated lifting points, slings and spreaders. Keep people out of the drop zone with tag-lines and banksmen. Verify machine capacity at radius; avoid side-loading and travelling with suspended loads. Park loads on level ground and never stand in excavations under a lift. (ALL) | Operatives | Before Measure: High After Measure: Med |
| Lone working | Delayed response to emergencies | Enables small contractors to complete tasks efficiently where team deployment is impractical. | Avoid lone working where practicable; where necessary implement check-in systems, lone-worker devices and agreed call intervals. Provide clear emergency procedures, site location details and access points. Ensure welfare provision and means to summon help at all times. (ALL) | Operatives | Before Measure: Med After Measure: Med |
| Mini excavator operation | Overturning, crushing, entrapment | Delivers productive digging in confined spaces, speeding up reinstatement and reducing manual toil. | Pre-use inspect ROPS/FOPS, seat belt, controls and quick-hitch. Operate on level ground with travel routes planned; use spotters on gradients. Never lift people; keep loads low and within rated chart. Park with blade down, buckets grounded and keys controlled. Only trained, authorized operators. (ALL) | Operators | Before Measure: High After Measure: Med |
| Overhead lines | Electrocution, contact with plant, service disruption | Maintains safe clearances so lifting, slewing and tipping can proceed efficiently where aerial services cross the work zone. | Survey for overhead power/telecom lines during planning; agree safe approach distances with the owner. Use goalposts and bunting to define plant exclusion heights, fit height limiters, and brief operators/banksmen. Spot at all slews and relocations; never tip or slew beneath lines. (ALL) | Operatives, public | Before Measure: High After Measure: Med |

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|----------------------------|--|--|---|--------------------|--|
| Plant-pedestrian interface | Collision, crushing, struck-by | Improves site flow and efficiency, allowing plant and hand crews to work in parallel without conflict. | Produce a traffic plan with segregated routes, one-way flows and banksmen at pinch points. Define exclusion zones for slewing/tipping, fit reversing alarms/cameras, and use hi-vis and radio/hand signals. Brief all parties and stop work if segregation is breached or visibility is lost. (ALL) | Operatives, public | Before Measure: High After Measure: Med |
| Respirable silica and dust | Respiratory illness, eye irritation | Protects respiratory health while still allowing efficient cutting and excavation of mineral materials. | Suppress dust at source with water feed or on-tool extraction (M/H class). Sheet spoil, damp down haul routes, and avoid dry sweeping; use vacs with HEPA filters. Wear tight-fitting RPE (eg FFP3) when controls alone can't achieve targets, fit-test users, and implement health surveillance. (ALL) | Operatives, public | Before Measure: High After Measure: Med |
| Traffic and road proximity | Vehicle strikes, collisions | Keeps crews and the public safe while enabling works at verges, drives and crossings to continue. | Implement a traffic management plan with permit, signage, cones and safe taper lengths. Use Chapter-8 compliant barriers, night lighting, and trained operatives. Provide spotters for plant reversing, maintain clear sight lines, and coordinate with highways where works encroach on carriageways. (ALL) | Operatives, public | Before Measure: High After Measure: Med |
| Underground services | Electric shock, service strike, flooding | Enables precise digs and service connections while protecting critical utilities so landscaping and tree works progress to plan. | Obtain utility plans and scan with CAT/Genny; mark corridors and set hand-dig zones. Excavate trial holes to verify depth and route. Use insulated tools near live cables, keep mechanical plant above verified cover, and stop immediately on warning tape or anomalies for re-survey. (ALL) | Operatives, public | Before Measure: High After Measure: Med |

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|-------------------------------|---------------------------------|---|---|------------|--|
| Weather and ground conditions | Heat stress, cold stress, slips | Ensures continuity of work across seasons while adapting safely to environmental conditions. | Monitor forecasts; stop work in lightning, heavy rain or high winds. Provide shade, hydration, warm clothing and rest shelters. Use non-slip footwear, grit in icy conditions, and adjust methods on soft/frozen ground. Reassess excavation stability after adverse weather events. (ALL) | Operatives | Before Measure: High After Measure: Med |
| Access and egress | Falls, slips, entrapment | Maintains reliable movement of people and materials, keeping productivity steady throughout the shift. | Provide safe entry with ladders tied and protruding 1 m, or graded ramps/steps; keep within 7 m between ladders. Keep routes free from trip hazards and well lit; maintain three-point contact. Remove ladders when unattended or secure the site. Provide rescue means should a worker become unwell. (ALL) | Operatives | Before Measure: High After Measure: Low |
| Compaction equipment | Noise, vibration, entrapment | Achieves durable sub-bases and reinstatement quality that supports long-term performance of paths and patios. | Assess ground bearing; keep plate/roller away from edges and services. Use emission-controlled units with deadman controls. Wear hearing protection and gloves, rotate users to manage HAV. Stop on excessive vibration/soft spots and reassess. Refuel cool equipment in a bunded, no-smoking zone. (ALL) | Operatives | Before Measure: High After Measure: Low |
| Ergonomic strain | Musculoskeletal injury, fatigue | Supports long-term health while allowing essential manual tasks in confined areas to be completed. | Assess tasks involving shovelling, barrowing or prolonged stooping. Rotate duties, provide mechanical aids like wheelbarrows/hoists, and ensure regular breaks. Train workers in posture and lifting techniques; plan workloads to prevent overexertion and allow recovery. (ALL) | Operatives | Before Measure: Med After Measure: Low |

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|-------------------------------|------------------------------------|--|---|--------------------|--|
| Fuel storage and refuelling | Fire, explosion, spills | Supports uninterrupted plant use while protecting people and the environment from spills and fires. | Store fuels in bundled, labelled containers on impermeable ground away from drains; keep spill kits adjacent. Shut down plant, cool before refuel, and ban ignition sources. Use funnels/anti-spill nozzles, supervise transfers, and report/contain spills with booms and granules; dispose as hazardous. (ALL) | Operatives | Before Measure: High After Measure: Low |
| Low light and visibility | Trips, misoperation, accidents | Extends workable hours when needed and maintains quality and safety in winter and shaded sites. | Plan works for daylight where possible; deploy task lighting with low glare and shadow control. Illuminate plant routes and edges, test before shift, and keep backup sets. Require Class 3 hi-vis and reflective barriers. Stop work if lighting fails or visibility is inadequate. (ALL) | Operatives | Before Measure: High After Measure: Low |
| Noise exposure | Hearing loss, fatigue, distraction | Supports productive work while maintaining hearing health and good community relations on sensitive sites. | Survey noise for breakers, saws and compactors; select quieter methods and maintain equipment. Enforce hearing protection zones, provide suitable defenders, and rotate tasks to limit dose. Brief on fit/limitations and keep bystanders outside zones; monitor exposure to remain below action values. (ALL) | Operatives, public | Before Measure: High After Measure: Low |
| Open edges around excavations | Falls, trips, injury to public | Keeps the public and workforce safe so works can continue in busy gardens, parks and footpaths. | Provide robust edge protection with guardrails/toeboards or barriers; cover small openings with secured, rated covers marked 'Hole'. Light and sign at night. Establish pedestrian detours and keep spoil a minimum 0.5–1 m back. Supervise children/public interface in parks, schools or footpaths. (ALL) | Operatives, public | Before Measure: High After Measure: Low |

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|------------------------------|---------------------------------|---|--|------------|--|
| Public access | Intrusion, injury to bystanders | Maintains safety and reputation while enabling works in public or semi-public outdoor spaces. | Secure the site with fencing, lockable gates and clear signage. Supervise where children or public may enter, and provide safe pedestrian diversions. Inspect barriers daily, repair immediately, and keep tools/plant locked when unattended. Brief staff on safeguarding responsibilities. (ALL) | Public | Before Measure: High After Measure: Low |
| Spoil heaps and surcharge | Collapse, trench instability | Preserves trench stability and working space so operatives can continue safely and efficiently. | Place spoil 0.5–1 m back from edges; use barriers to define set-back. Do not stack heavy materials or park plant near unsupported sides. Benched stockpiles on sloping ground; cover lightweight materials to prevent wind blow. Inspect for creep or slumping and regrade or remove as required. (ALL) | Operatives | Before Measure: High After Measure: Low |
| Water ingress and dewatering | Flooding, slips, plant failure | Keeps workfaces dry so concrete pours, ducts and chambers can be placed correctly the first time. | Assess groundwater and services; provide sump/pump with discharge to silt control, not drains. Use trench stop-ends and bunds to prevent inflow; monitor for rapid level rise after rain. Protect cables/plant from water, secure pump fuel lines, and never work below water accumulating without control. (ALL) | Operatives | Before Measure: High After Measure: Low |
| Unpredicted risks | Illness, injury, death | | Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. (ALL) | All | N/A |

NOTES

Extra Notes & Activity Evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date