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|  | | **HSE OPERATIONAL CONTROL PROCEDURE** | | **DOC No** | | | | |
| **OCP No.** | | | | |
| **Date :** | | | | |
|  | | | | | | | | |
| **ACTIVITY:** | | | **EXCAVATION** | | | | | |
| **Project : Location :**  **Sub-Contractor: Nature of work:** | | | | | | | | |
| **Sl.**  **No.** | **Controls** | | | | **Performed by** | | **Checked by** | |
| 1 | To place experienced and competent foreman/ supervisor in charge of the work | | | |  |  |  |  |
| 2 | Identify underground structure (water pipelines, sewers, gas mains, electrical conduit systems and other civic facilities) and take proper  precautions | | | |  |  |  |  |
| 3 | Take steps to prevent collapse or fall of structures or part, if in a corporation / earthworks below the level of any foundation code | | | |  |  |  |  |
| 4 | Provide First-aid kit/first aider, if medical facilities are not available at site | | | |  |  |  |  |
| 5 | Instruct workers on the dangers, use of PPE including safety helmets / rubber boots etc. | | | |  |  |  |  |
| 6 | Cut slope or provide shoring in Trenches ( > 1.5m deep) in soil and in friable or unstable rock (>2 M depth) | | | |  |  |  |  |
| 7 | Inspect timbering and planks used in shoring before start of work and also after explosives were used nearby | | | |  |  |  |  |
| 8 | Inspect sides of excavation at start of every shift, after every rain, storm or other hazard | | | |  |  |  |  |
| 9 | Keep Excavated material away from the edge of the trench (width of atleast 1/3 of final depth) | | | |  |  |  |  |
| 10 | Tools/ material etc to be kept far enough to prevent them fall into the trench. Heavy equipment (excavators / machinery ) to be placed at a distance equal to depth of the trench or 6 m (which ever is least) | | | |  |  |  |  |
| 11 | Ensure pathways are non-slippery and of atleast 75 cm wide. Provide at least one ladder and it should extend by at least one meter above the top edge | | | |  |  |  |  |
| 12 | Guards or barricades to prevent persons/ live stock from falling into the trench, if it is frequented by the public | | | |  |  |  |  |
| 13 | Provide adequate lighting and warning signals for night work | | | |  |  |  |  |
| 14 | Provide safety rope (20 mm) & safety belt to workers | | | |  |  |  |  |
| 15 | To provide ventilation / Other mean to discharge exhaust gas if any IC engine is used | | | |  |  |  |  |
| 16 | Workers to be warned and precaution against insects, vermin’s, leeches or snakes taken | | | |  |  |  |  |
| 17 | Both manual and mechanical excavation should not be done at the same vicinity and simultaneously | | | |  |  |  |  |
| 18 | Identify against poisoning, oak, sumac or other poison plants and take measures | | | |  |  |  |  |
| 19 | Foreman/Supervisor to be familiarised with common hazards viz. Quick sand, water content or degree of saturated effect of freezing and  thawing, adjacent close proximity of building, cranes, other plants | | | |  |  |  |  |
| **Prepared By : Approved By :**  **SE / SS : Project Manager :**  **Date : Date :** | | | | | | | | |