

Work Method Statement

Excavation and Trenching

Project Name: _____ Date: _____
Location: _____ Prepared By: _____

1. Scope of Work

This method statement covers the procedure for safe excavation and trenching activities to be carried out at the project site.

2. Responsibilities

- **Site Supervisor:** Ensure implementation of this method statement.
- **Safety Officer:** Monitor compliance with safety requirements.
- **Workers:** Follow instructions and reporting hazards.

3. Resources

- Excavator, Backhoe, Hand Tools
- Barriers, Warning Tape, Signage
- Shoring Materials
- Personal Protective Equipment (PPE)

4. Procedure

1. Identify and mark the area for excavation.
2. Check for underground utilities before starting.
3. Set up barriers and warning signage around the area.
4. Excavate as per drawings and specifications.
5. Provide shoring or trench shielding as required.
6. Remove spoil away from edge of excavation.
7. Inspect excavation at regular intervals.
8. Backfill and compact after completion, as specified.

5. Safety Precautions

- All personnel to wear appropriate PPE.
- Do not enter unprotected trenches over 1.2m deep.
- Keep heavy equipment away from edge of excavation.
- Place ladders for safe access/egress if trench is deeper than 1.2m.

6. Emergency Procedures

- In case of collapse, stop work and evacuate area.
- Contact site supervisor and emergency services immediately.
- First aid to be provided as required.

7. Approval

Name	Position	Signature	Date
_____	_____	_____	_____

