

Work Method Statement

Excavation Works

Project Name: _____

Location: _____

Date: _____

Prepared by: _____

Approved by: _____

1. Scope of Works

Describe the scope of excavation works, including locations, dimensions, and purpose.

2. References

- *Specify drawings, specifications, standards and procedures related to the work.*

3. Responsibilities

- Site Supervisor: _____
- HSE Officer: _____
- Workers: _____

4. Plant & Equipment

- Excavator
- Dump Trucks
- Hand Tools
- Other (specify): _____

5. Personal Protective Equipment (PPE)

- Safety Helmet
- Safety Boots
- Hi-Vis Vest
- Gloves
- Goggles

6. Sequence of Works

1. Survey and mark the excavation area.
2. Obtain necessary permits and approvals.
3. Install safety signage and barricades.

4. Identify and protect underground services before excavation.
5. Carry out excavation as per drawing and specification.
6. Stockpile excavated material in designated area.
7. Regularly inspect excavation for hazards (collapse, water ingress, etc.).
8. Backfill or shore excavation as required.
9. Remove barricades and signage upon completion.

7. Risk Assessment & Controls

- Collapse of excavation sides – Shore/slop as required.
- Contact with underground services – Carry out detection and obtain records.
- Falling into excavation – Provide barriers and warning signs.
- Use of machinery – Operators must be trained and licenced.
- Other Hazards: _____

8. Emergency Procedures

Describe emergency measures, including first aid, rescue plan, and emergency contact details.

9. Inspection & Approval

Sign-off and inspection records prior to and after excavation activities.

Name	Designation	Signature	Date
_____	_____	_____	_____