



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:14

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 14

SAFE EXCAVATION

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Purpose	To avoid damage / personal injury during excavation work at sites	Scope	ISG
Responsibility	Concerned Head/SOX		
Performance criteria	No. of incidents / accidents on such cases		
Cross reference	OHSAS : 18001		

PPEs and Precautions

	Gloves		Appropriate insulated rubber footwear		Respiratory protection as required
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Procedures and Controls

S. No.	Activity	Responsibility
1.	Ensure proper barricading by ribbon/ rigid poles of the excavated area	Supervisor
2.	Proper side slopes of the excavation as per the type of soil should be maintained	Supervisor
3.	Before and during excavation, the ground and walls to be checked for tendency to cave in due to water seepage or other reasons.	Supervisor
4.	If the side slopes cannot be provided due to space constraints/ nearby structures	Supervisor
	i) Before excavation sheet piling must be done to prevent the collapse of earth.	Supervisor
	ii) Shoring and shuttering to be done	Supervisor
	iii) As soon as the job is completed, immediate back filling to be done	Supervisor
	iv) Excavation below existing foundation must be avoided	Supervisor
5.	Under water excavation to be done with proper mechanical means.	Supervisor
6.	A temporary coffer dam to be constructed when excavation is done by the side of water reservoir	Supervisor
7.	No personnel be allowed within the swing area of mechanical excavator when work is in progress.	Supervisor
8.	In case of running plant permission must be obtained from client for excavation.	Supervisor
9.	Before excavation in running plant, underground pipes and cables to be de-energised	Supervisor
10.	Proper lighting to be arranged when the excavation is carried out at night	Supervisor
11.	Excavated earth to be dumped/ stored in a designated place only.	Supervisor
12.	Surplus earth to be transported and disposed in the area provided by client. A written permission to be obtained.	Supervisor
13.	Disposal and transportation of surplus earth to be done in a proper	Supervisor



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	vehicle so that earth does not spill out.	
14.	Muck and slush generated from piling to be transported in a closed container.	Supervisor

Site Safety department to identify all possible Hazard Areas related to Excavation Work and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

Record Title	Record No.	Location	Responsibility	Retention Period

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)