

# EXCAVATION, TRENCHING AND BREAKING GROUND PROCEDURE



## CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE .....	1
4	RESPONSIBILITIES .....	2
	Compliance, monitoring and review .....	2
	Reporting.....	2
	Records management.....	2
5	DEFINITIONS .....	2
	Terms and definitions.....	2
6	RELATED LEGISLATION AND DOCUMENTS.....	2
7	FEEDBACK.....	3
8	APPROVAL AND REVIEW DETAILS.....	3

## 1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as is reasonably practicable, the risks associated with undertaking excavation, trenching and breaking ground works (excavation work) in CQUniversity workplaces.
- 1.2 This procedure outlines the requirements to undertake excavation work, repairs and/or maintenance on CQUniversity worksites.
- 1.3 This document is to be read in conjunction with the current [Work Health and Safety \(Excavation Work\) Code of Practice 2015 \(Cwlth\)](#).

## 2 SCOPE

- 2.1 This procedure applies to any excavation work, repairs and/or maintenance undertaken at CQUniversity.

## 3 PROCEDURE

- 3.1 CQUniversity has a number of underground services which are located at various depths and locations on site. Employees and contractors who undertake work that has the potential to disturb these services must follow the protocol established by the Campus Facilities Management Directorate Supervisor.
- 3.2 Services located on sites include but not limited to high pressure gas, fibre optic, telecommunications, waste water, water, electrical and gas.
- 3.3 All excavation work, repairs and/or maintenance will be undertaken by an appropriately competent person, in accordance with current relevant legislation (e.g. [Work Health and Safety \(Excavation Work\) Code of Practice 2015 \(Cwlth\)](#)), engaged by the Facilities Management Directorate.
- 3.4 Prior to the commencement of any such work, the Facilities Management Directorate must be contacted to identify all services, discuss work that is to be performed, and ensure controls are in place to comply with the Excavation Work Code of Practice. Application to do such work should be made via the Technology and Services Assistance Centre (TaSAC) for employees, or through the Facilities Management Directorate Project Manager for contractors.

- 3.5 The engagement of contractors or other service providers to undertake work at CQUniversity worksites does not absolve CQUniversity of its responsibilities and obligations as an employer. There remains a statutory duty for CQUniversity to ensure its workplace is safe, so far as is reasonably practicable, regardless of any contractual terms and conditions.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 Management, employees, students, contractors and visitors at CQUniversity worksites (including any work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other person. They must comply with relevant instruction and cooperate with any reasonable legislation or policy document relating to health and safety at the workplace. For further information on an individual's roles and responsibilities for safety and health, refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.2 The National OHS Manager and OHS Unit are responsible for implementing, monitoring reviewing and ensuring with this procedure.
- 4.3 The Director, Facilities Management is responsible for the maintenance of a register of all identified confined spaces and/or restricted areas on CQUniversity worksites as per the 'Register of identified CQUniversity Confined Spaces and Restricted Areas'. This register will be updated with any addition, alteration, removal or change of environment at least every five years.
- 4.4 Director, Facilities Management will ensure that the appropriate signage is provided.

### Reporting

- 4.5 Non-compliances with this procedure are to be reported to the OHS Unit using the online incident reporting process (via ESSO), or directly via email to [OHS-Unit@cqu.edu.au](mailto:OHS-Unit@cqu.edu.au). The OHS Unit will ensure the non-compliance is investigated as an OHS Incident.

### Records management

- 4.6 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.7 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

### Terms and definitions

**Competent person:** a person who has acquired through training, qualification or experience, the knowledge and skills to carry out specific tasks.

## 6 RELATED LEGISLATION AND DOCUMENTS

[Excavating, Trenching and Breaking Ground Process Guideline](#)

[Transport Operations \(Road Use Management\) Act 1995](#) (Qld)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

## 7 FEEDBACK

7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

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Administrator	National Occupational Health and Safety Manager
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Notes	