

SAFETY HEALTH ENVIRONMENT WORKCOVER SUSTAINABILITY (SHEWS) EXCAVATION, TRENCHING AND BREAKING GROUND

1 PURPOSE

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.

2 SCOPE

This policy applies to all CQUniversity staff, students, contractors and their staff, and all visitors whilst at CQUniversity worksites including individuals participating in work activities that are conducted off-site.

3 EFFECTIVE DATE 1 June 2016

4 LEGISLATIVE AUTHORITY

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2011](#)

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

[Excavation Work Code of Practice 2015](#)

5 PARENT POLICY

[Work Health and Safety Policy](#)

6 PROCEDURE

This document is to be read in conjunction with the current Excavation Work Code of Practice.

CQUniversity has a number of underground services which are located at various depths and locations on site. It is essential that staff and contractors who undertake work that have the potential to disturb these services follow the protocol established by the Campus Facilities Management Directorate supervisor.

Services located on sites include but not limited to high pressure gas, fibre optic, telecommunications, waste water, water, electrical and gas.

All excavation work, repairs and/or maintenance, no matter how minor the job, will be undertaken by an appropriately competent person, in accordance with current relevant legislation (e.g. Excavation Work Code of Practice), engaged by CQUniversity Facilities Management Directorate.

Prior to the commencement of any such work by any persons contact needs to be made with CQUniversity Facilities Management Directorate to identify all services, and discuss work that is to be performed and controls to comply with the Excavation Work Code of Practice. Application to do such work should be made via TASAC for staff and through the Facilities Management Directorate Project Manager for contractors.

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.

7 RESPONSIBILITIES

Compliance, Monitoring and Review

CQUniversity management have a duty to exercise due diligence to ensure that CQUniversity complies with relevant legislation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).

CQUniversity staff, students, contractors and their staff, and all 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 persons. They must comply with any reasonable instruction and co-operate with any reasonable policy or procedure relating to health and safety at the workplace.

The OHS Unit of CQUniversity assists management and others to facilitate compliance, monitoring and review.

The Director of the Facilities Management Directorate (DFM) 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.

DFM will ensure that the appropriate signage is provided.

Please also refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).

Reporting

7.2 Non-compliances with this procedure are to be reported to via the OHS Incident Report Form and will be investigated as an OHS Incident.

Records Management

7.3 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

Other definitions in relation to Work Health and Safety can be located in the respective legislative documentation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides)

9 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

[OHS Incident Report Form](#)

Approval and Review	Details
Approval Authority	Vice-Chancellor and President (or delegate)
Advisory Committee to Approval Authority	Vice-Chancellors Advisory Committee
Administrator	Occupational Health and Safety Manager
Next Review Date	16/03/2019

Approval and Amendment History	Details
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