## Work Method Statement: Entering a trench deeper than 1.5m

Activity	What are the Hazards? (What has the potential to cause injury?)	What is the Risk?  (From Risk Calculator – see below)	How are you going to Control the Hazard and minimise the risk of injury?  A HAZARD MAY REQUIRE THE USE OF ONE OR MORE CONTROL MEASURES - CROSS OUT / DELETE CONTROL MEASURES NOT USED	Who is going to Monitor and Review it and How?
Working in a trench deeper then 1.5 metres  (Note: a trench is deeper at its deepest point as it is wide at its widest point)	Uncontrolled collapse		<ol> <li>To prevent collapse of the trench use a shoring system against all sides of the trench that protects by shielding. The shoring system will comply with applicable standards and manufacturers requirements. The shoring will be checked daily to ensure its continued effectiveness.</li> <li>To prevent collapse of the trench apply benching to all sides of the trench at an angle of no steeper than 45 degrees to the horizontal. When I/we bench a trench, the vertical trench side, below the benched portion, will not exceed 1.5 metres in height. The benching will be checked at least daily to ensure its continued effectiveness.</li> <li>To prevent collapse of the trench apply battering to all sides of the trench at an angle of no steeper than 45 degrees to the horizontal. When I/we batter a trench, the vertical trench side, below the battered portion, will not exceed 1.5 metres in height. The battering will be checked at least daily to ensure its continued effectiveness.</li> <li>I/we will have a geo-technical engineer:         <ul> <li>Approve in writing that all the sides of the trench are safe from collapse</li> </ul> </li> </ol>	Name: Signature:
			<ul> <li>State in writing how long the approval lasts if there is no stated natural occurrence that could affect the stability of the trench</li> <li>State in writing the natural occurrence that could affect the stability of the trench</li> <li>I/we will continue to comply with the requirements of the geo-technical engineer.</li> </ul>	<ul> <li>Method:</li> <li>Visual inspection as required</li> <li>Workers supervised as required</li> </ul>

HOW TO USE THIS RISK TABLE
Step 1: Identify potential hazards.
Step 2: Decide what the possible
Consequence could be.
Step 3: Decide How Likely? it is to
happen
Step 4: Line up your choices in the table
to get a number
Step 5: Use the Priority table (far right
side) to guide your next steps

RISK RATING CALCULATOR	Likelihood			
Consequence What injury/damage could it cause?	Very likely Could happen anytime	Likely Could happen sometimes	Unlikely Could happen, but only rarely	Very Unlikely Could happen, but probably never will
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention & several days off work	2	3	4	5
First aid needed	3	4	5	6

Risk Rating	Prioritisation
1 or 2	Action to rectify must be done immediately
3, 4 or 5	Consider control measure as necessary