Integrated Management System

Contractor Management Guidance Document

Breaking Ground (Excavation & Trenching)

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1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
    - Effectively described; and
    - Performed safely

Note 1.1: For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

Note 1.2: Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding excavation and trenching (**Breaking Ground)** at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

Note 2.1: If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via HSE_Team@Motorfuelgroup.com.

3. GENERAL GUIDANCE

3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts for a specific work scope at a Company Service Station, that includes a requirement to perform excavation and trenching activities (i.e., breaking ground) which has been identified as potentially involving significant risk (**Major Works**).This guidance document details expectations for **Breaking Ground**.

3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit** (**WCP**) to be prepared, authorised and issued.

Contractors will conduct a work site inspection to identify the risks associated to the proposed work tasks and determine the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

3.3 Risk Assessment & Method Statement

Contractors will carry out a hazard inspection of the work site and determine the risk reduction measures (i.e., controls) required when breaking ground (i.e., excavation and trenching). Consideration will be given to:

- The scope of work and associated tasks, for example:
  - Breaking ground (i.e., excavation and trenching)
  - Identification of underground services, for example:
    - Electrical
    - Water
    - Gas; and
    - Communication
  - Access and egress
  - Mechanical plant to be used, for example:
    - 360 Excavator
    - Dumper truck; and
    - Roller / Compactor
  - Mechanical equipment to be used, for example:
    - Handheld mechanical breaker
    - Stihl saw
    - Cable Avoidance Tool (CAT); and
    - Genny (i.e., Signal Generator)
  - Hand tools, including access ladders
- Location of the work activity (i.e., workplace hazards)
  - Traffic movement
  - Flammable liquids and vapours
  - Infrastructure (i.e., dispensers, valeting, LPG, retail building and Fo to Go)
  - Activities of other (i.e., customers, visitors, etc.); and
  - Overhead hazards (i.e., powerlines)

  Note 3.3.1: The presence of overhead electrical cables presents a risk of electrocution, for 230 kV cables the recommended minimum safe working distance is four (4) metres (13.1 feet) and for 50kV cable the minimum safe working distance is three (3) metres (9.8 feet).
- Duration of the work
- Condition and stability of existing surfaces, including ground conditions
- Physical capabilities of the workers; and
- Emergency procedures required in the event of an incident

Contractors will formally record the assessment findings as part of the task-specific Risk Assessment and Method Statement, which will include as a minimum:

- Hazards
- Associated risks to people, the environment and assets
- Risk ranking for existing risks (e.g., High, Medium or Low)

- The risk reduction measures (i.e., controls) required to reduce the existing risks
- A residual risk ranking following implementation of controls(e.g., High, Medium or Low); and
- Step by step description of how work tasks will be performed safely

Note 3.3.3: If residual risk is determined after implementation of additional risk reduction measures (i.e., controls) to remain **High Risk**, work cannot begin. Further assessment is required to identify other controls that, following implementation, will residual reduce to an acceptable level.

4. Preparing to Break Ground

The Contractor (i.e., Job Supervisor) will:

- Review current Site Survey Drawing(s) and other site-specific drawings, to identify the potential location of any underground services, for example:
  - Electric cables
  - Fuel lines
  - Gas lines
  - Water lines; and
  - Communication lines
- Refer to the Construction Drawing (i.e., Site Layout) to identify the location of the breaking ground activities (i.e., excavations and trenches)
- Confirm that a **Line Search Before U Dig** has been completed (**https://lsbud.co.uk/**)

  Note 4.1: If unable to confirm information regarding underground services has been obtained, the Contractor will not proceed with the work. Contact will be made with the designated MFG Representative and/or HSE Manager to requires guidance or further instructions.

- Review the Risk Assessment and Method Statement (RAMS) for the work, to:
  - Ensure full understanding
  - Confirm suitable for the proposed work; and/or
  - Identify and record any required amendments to the RAMS
- Review the Work Control Permit (WCP) if required with the designated MFG Representative
- Prepare a Clearance Certificate
- Communicate the content of the Work Control Permit and Clearance Certificate to the Job Crew and other affected personnel (i.e., Pre-Job Safety Brief) and confirm mutual understanding of:
  - Risk Assessment and Method Statement (RAMS)
  - Work Control Permit (WCP) if required; and
  - Clearance Certificate
- Verify that the:
  - Risk reduction measures (i.e. controls) regarding breaking ground, including locating underground services are implemented; and
  - Mobile plant and equipment being used is properly inspected, certified as fit for purpose, including testing equipment (e.g., CAT, Signal Generator, etc.) and is available for use

  Note 4.2: The Contractor will perform a risk assessment to determine if atmospheric monitoring (i.e., gas testing) required at thew work site. Gas testing mandatory if mechanic plant or equipment capable of producing an ignition source is used in a Classified Hazardous Area (DSEAR). Gas testing will be performed by an Authorised Person to confirm the work site is within acceptable tolerances for potentially hazardous atmospheres, see below:
  - Oxygen: 19.5% to 23.0%
  - Flammable Vapour: Less Than 5% LEL (<5% LEL)

- Hydrogen Sulphide: Less Than 10 ppm (<10 ppm H2S)
- Carbon Monoxide: Less Than 30 ppm (<30 ppm CO); and
- Other identified vapours of concern: Within Published Worker Exposure Limits (WEL's)

- Confirm that underground services have been located and clearly marked

5. BREAKING GROUND

5.1 PREPARING TO BREAK GROUND

The Contractor (i.e., Job Supervisor) will confirm the:

- Location of all required excavations have been identified and clearly marked on the surface

  Note 5.1: Refer to Construction Drawings (e.g., Site Layout) to identify the location, configuration, and size of the excavations required.

- Location of all underground services have been identified and clearly marked on the surface
- Equipment to be used for breaking ground activities is inspected and confirmed fit for purpose, for example:
  - Excavator
  - Mechanical Breaker (i.e., Picker)
  - Handheld Mechanical Breaker
  - Stihl Saw; and
  - Insulated Spade
- Plant and equipment Operators are trained and competent to perform their assigned duties
- Risk control measures identified for the breaking ground activities have been implemented or will be implemented prior to breaking ground
- All pre-work activities have been completed; and
- Job Crew is ready in all aspects to proceed with the work

5.2 EXCAVATIONS (CONCRETE & TARMAC SURFACES)

The Contractor (i.e., Job Supervisor and Job Crew) will:

- Confirm that access into the work site is restricted and effectively controlled
- Use a mechanical breaker (i.e., picker) for the initial breaking ground activities, taking care to ensure that the breaker is:
  - Compatible with the Excavator's (i.e., carrier's) hydraulic system
  - Correctly mounted to the Excavator and secured; and
  - Used in accordance with manufacturer's instructions
- Where necessary:
  - Use a Banksman (i.e., Spotter) to assist the Excavator Operator
  - Spray the surface of the work site water to reduce the dust hazard, as necessary; and
  - Use a handheld mechanical breaker fitted with a sharp cutting tool, to score the edges of the area to be broken up by the boom mounted breaker
- Systematically break the surface covering, taking care to avoid damage to areas beyond the boundary of the required excavation
- **NOT** use the boom mounted breaker within **500mm** of identified and marked underground services

  Note: 5.2.1: Where known and identified underground services are present within the area in which breaking ground is taking place a handheld mechanical breaker must be used to break the surface:

  - Operator to wear suitable gloves, goggles, hearing protection and dusk mask
  - Water spray to be used to control dust hazard; and
  - Horizontal cutting technique using the handheld breaker must be adopted to avoid striking or severing underground services

- Carefully remove broken concrete or tarmac from the surface using Excavator or hand tools, avoid penetrating the compacted surface beneath the concrete
- Store broken concrete or tarmac in:
  - Pre-designated location within the work site(s); or
  - Waste skip for off-site disposal

5.3 Trenches (Concrete & Tarmac Surfaces)

The Contractor (i.e., Job Supervisor and Job Crew) will:

- Confirm that access into the work site(s) is restricted and effectively controlled
- Use a disk cutter (i.e., Stihl Saw) to cut the boundaries of the trench:
  - Tool Operator to wear suitable gloves, goggles, hearing protection and dusk mask; and
  - Water spray to be used to control dust hazard
- Following marking the boundaries of the trench a held mechanical breaker can be used to break out the surface concrete or tarmac:
  - Tool Operator to wear suitable gloves, goggles, hearing protection and dusk mask; and
  - Water spray to be used to control dust hazard
- Break up the surface concrete or tarmac within the boundaries of the trench, taking care to avoid damage to areas beyond the boundaries of the trench
- **DO NOT** cut vertically down with the breaker within **500mm** of known underground services:

  Note: 5.3.1: Where known and identified underground services are present within the area in which breaking ground is taking place a handheld mechanical breaker must be used to break the surface:
  - Operator to wear suitable gloves, goggles, hearing protection and dusk mask
  - Water spray to be used to control dust hazard; and
  - Horizontal cutting technique using the handheld breaker must be adopted to avoid striking or severing underground services.

- Carefully remove broken concrete or tarmac from the surface using Excavator or hand tools, avoid penetrating the compacted surface beneath the concrete
- Store broken concrete or tarmac in:
  - Pre-designated location within the work site(s); or
  - Waste skip for off-site disposal

5.4 Removal of Compacted Material & Soil

The Contractor (i.e., Job Supervisor and Job Crew) will:

- Confirm that access into the work site(s) is restricted and effectively controlled
- Remove compacted material and soil after initial breaking ground activities:
  - In areas that are known not to contain underground services an Excavator can be used for the removal of compacted material and soil; however, care should be taken to ensure the Excavator is:
    - Of a suitable size
    - Fit for purpose; and

        - Used in accordance with manufacturer's instructions
- Where necessary ensure a Banksman (i.e., Spotter) is used to assist the Excavator Operator

The Contractor (i.e., Job Supervisor and Excavator Operator) will ensure:

- The Excavator is **NOT USED** to remove compacted material or soil within **500mm** of known underground services:

  Note 5.4.1: The Job Crew will be instructed to **Hand Dig** using insulated tools (e.g., spades) to:
  - Expose the underground service; or
  - Remove compacted material or soil from close proximity to the underground service.
- The Excavator is not positioned within 0.91 metres of the edge of an excavation
- Material and soil removed from the excavation is not stored within 0.61 metres of the edge of the excavation
- Excavations adjacent to structures are planned or reviewed by a qualified Professional Engineer (PE) before work begins
- A level below the foundation of an adjacent building must not be excavated unless adequate precautions have been taken to ensure the:
  - Stability of the excavation face; and
  - Structure above is not at risk during or after the excavation
- An appropriate protection system (where required) will be constructed or installed to prevent the collapse of an excavation. Such systems include but not limited to:
  - Shoring
  - Sloping
  - Benching; and
  - Trench Box

  Note 5.4.2: Specific requirements regarding the use of protective systems when required will be determined by the type and complexity of the excavation. The Contractor in consultation with the Principal Designer (i.e., where appointed) and MFG Representative will ensure that an appropriate protection system is advised to the Job Crew, safely installed, and used correctly.
- Carefully remove compacted material and soil from the excavation and either:
  - Store in a pre-designated location within the work area; or
  - Place in waste skip/truck for off-site disposal
- Continue to safely remove compacted material or soil until the required shape and depth of excavation or trench is achieved, ensuring the identified protection system are used correctly, when required
- If an excavation is left open and unattended for any period of time, it must:
  - Be fenced or in some way barricaded to prevent:
    - Unauthorised access; and
    - Vehicles or personnel from falling into the excavation
  - Be illuminated; and
  - Have suitable warning notices posted

  Note 5.4.3: Excavations and trenches **greater than 1.52 metres** deep that have a potential for a hazardous atmosphere (e.g., oxygen deficient, flammable, or toxic) to exist within the excavation or trench and present a potential for entrapment through wall collapse will be designated confined spaces and entry properly controlled using a Work Control Permit (WCP). Additionally, if workers are required to kneel within an excavation or trench of **less than 1.52 metres** to perform work tasks, the excavation or trench will be designated a confined space.

The Contractor (i.e., Site Supervisor and Job Crew) will implement the following actions as necessary:

Soil Contamination:

- Immediately stop excavating
- Leave the excavation open
- Advise the:
  - Principal Designer (i.e., where appointed)
  - Designated MFG Representative; and
  - HSE Manager (MFG)

    Note 5.4.4: The HSE Manager (MFG) will ensure that appropriate inspection and testing is carried out to determine the action required to safely remove and dispose of the contaminated soil and provide guidance regarding any additional action required.
- Do not continue with the excavation or trench until instructed to do so by the Principal Designer or MFG Representative, following removal and disposal of the contaminated soil

To Avoid Water Accumulation in Excavations or Trenches:

- Adjust the slope of the excavation
- Use support or shield system as a protection against cave-ins
- Remove of water to prevent accumulation
- Wait for the excavation to dry out; and
- Use safety harness and lifeline if entry into the excavation is required

6. INSPECTIONS

The Contractor (i.e., Job Supervisor) will:

- Carry out daily safety inspections prior to the start of work and periodically throughout the day
- Ensure the inspections include visual check and physical testing as necessary, regarding the:
  - Excavation, specifically looking to identify potential indications of:
    - Failures of protective systems; and
    - Unsafe behaviour or unsafe conditions (e.g., hazardous vapours, trip and fall hazards)
  - The of use of suitable protective systems to verify correct installation for conditions that could result in a cave-in; and
  - Adjacent areas, including:
    - Access and egress (e.g., excavation and the area around the excavation)
    - Barriers and signage
    - Material storage
    - Equipment placement; and
    - Waste and spoil management
- Make further inspections following:
  - Adverse weather (e.g., rainstorm, snow, and ice); and/or
  - Other occurrences that may increase the potential for hazardous conditions to exist
- Evacuate exposed works and others from the work site if potentially hazardous conditions are identified, personnel and not allow workers and other to return until necessary remedial actions have been taken

  Note 6.1: Barriers or other types of physical protection and adequate lighting will be installed round excavations and trenches if they are left unattended.

7. Monitoring Work Performance & Work Completion

The Contractor (i.e., Job Supervisor) will:

- Monitor work activities related to breaking ground activities to ensure:
  - Work activities are carried out in accordance with the work control documentation
  - Any required field checks (e.g., alignment, etc.) are performed and recorded
  - Confirm excavations or trenches meets planned intent regarding:
    - Location (i.e., refer to site layout drawings)
    - Depth; and
    - Contour/shape
  - Waste and/or soil is correctly stored or disposed of off-site
  - When not in use:
    - All mobile equipment is parked safely and secured
    - All handheld tools are removed and stored securely
  - Excavations or trenches are:
    - Properly protected (e.g., fencing, warning tape and lighting); and
    - Safe in all aspects for further work activities

  Note 7.1: When any work within the excavated area is complete the excavation or trench will be backfilled as soon as possible. Until the area has been fully restored to **ground level** the excavated work site must remain secured against unauthorised access (e.g., fencing, warning tape and lighting).

- On completion of the braking ground activities conform:
  - All waste and/or excess materials are removed from the work site
  - All handheld tools are removed and stored securely
  - Barriers, warning tape, flagging, signage, and floodlighting are removed; and
  - The work site is left in a safe condition
- Sign off the relevant work control documents, for example:
  - Clearance Certificate; and
  - Work Control Permit (WCP) if required