Integrated Management System

Contractor Management Guidance Document

Breaking Ground (Backfilling Excavations)

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Issued By:	**Peter Lund**
Approved By:	**Andrew Edwards**

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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 Breaking Ground (**Backfilling Excavations**) 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 **Backfilling Excavations**.

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 backfilling excavation following breaking ground activities (i.e., excavation and trenching). Consideration will be given to:

The scope of work and associated tasks, for example:

- Breaking ground (i.e., backfilling excavations)
- Access and egress
- Mechanical plant to be used, for example:
  - 360 Excavator
  - Dumper truck; and
  - Roller / Compactor
- Mechanical equipment to be used, for example:
  - Compactor (i.e., Whacker Plate); and
  - Stihl saw
- Hand tools, including insulated spade and 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

Confined space entry consideration (i.e., deep excavations)

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 3.3.2: 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 Backfill Excavations

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

- Confirm the:
  - Excavation(s) is(are) ready for back filling
  - Construction works completed; and
  - All installation activities completed, for example:
    - Construction works
    - Removal of forming frames
    - Cable pulling; and
    - Installation of protective cable covers or drainage
- Manage and coordinate the backfilling activities
- 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
- Assign duties to each member of the Job Crew and confirm their responsibilities
- Verify that the:
  - Risk reduction measures (i.e. controls) regarding backfilling excavations, including confined entry where necessary, are implemented; and
  - Mobile plant and equipment being used is properly inspected, certified as fit for purpose, and is available for use

  Note 4.1: The Contractor will perform a risk assessment to determine if atmospheric monitoring (i.e., gas testing) is required at the work site. Gas testing is 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 who will 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)
- Ensure that:
  - All underground services have been clearly marked on relevant drawings
  - All pre-work activities have been completed
  - Backfill material is:
    - Of an acceptable quality
    - Free from:

        - Large or frozen lumps
        - Wood; or
        - Other foreign material(s)
    - Sufficient time has elapsed following any concrete pouring/forming activities, for example:
        - Concrete abutment
        - Wing wall; or
        - Concrete box culvert; to allow the concrete to fully cure
    - The Job Crew are ready in all aspects to proceed with the work
    - Mobile plant, equipment and hand tools are available and ready for use

5. BACKFILLING EXCAVATIONS

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

- Ensure that the work site to be backfilled is clear of:
    - Construction debris, for example:
        - Surplus concrete
        - Reinforcing wire; and
        - Concrete pouring frames
    - Waste material; for example:
        - Windblown rubbish
        - Waste items thrown into the excavation; and
        - Excessive levels of standing water
- Confirm initial backfilling material is available (e.g., sub-grade material, soil, etc.) and is free of:
    - Large rocks
    - Vegetation; and
    - Other deleterious materials, for example:
        - Wood
        - Organic waste
        - Polyurethane foam; and
        - Plaster board
- Compact the work site to be backfilled using mechanical tools (e.g., wacker plate) prior to backfilling

  Note 5.1: Job Supervisor to ensure that the area has been compacted correctly prior to authorising further backfilling activities.
- Initiate the backfilling process using approved material (i.e., crushed stone)
- Compact the sub-grade using mechanical tools (e.g., wacker plate) until the depth stated on relevant drawings is achieved (i.e., typically not great than 300mm)

  Note 5.2: Job Supervisor to ensure that the sub-grade has been backfilled correctly and compacted prior to authorising further backfilling activities.
- Continue the backfilling process using the identified backfilling material (e.g., soil):
    - Backfilling material to be:
        - Placed in layers not more than 300mm thick on the sub-grade; and
        - Compacted
- Continue to add backfilling materials until the surface (final) level is achieved
- Compact the surface (final) level using mechanical means, for example:

  - Wacker Plate; or
  - Mechanical Roller
- Ensure backfilled work site are left:
  - Neat
  - Smooth
  - Well compacted; and
  - With the top surface suitable for intended final appearance or application

6. Monitoring Work Performance & Work Completion

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

- Monitor work activities related to backfilling 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
  - Backfilling is performed in accordance with design specifications (i.e., drawings or plans)
    - Depths
    - Contour; and
    - Correct backfill materials
  - Waste and/or soil is correctly stored or disposed of off-site
  - When not in use:
    - All mobile equipment is parked safely and secured; and
    - All handheld tools are removed and stored securely
  - Excavations where backfilling is not finished are:
    - Properly protected (e.g., fencing, warning tape and lighting); and
    - Safe in all aspects for further work activities

  Note 6.1: Until excavated areas have been fully restored to **ground level** the work site must remain secured against unauthorised access (e.g., fencing, warning tape and lighting).

- On completion of the backfilling activities confirm:
  - All waste and/or excess backfill materials are removed from the work site
  - All mobile equipment is parked safely and secured
  - All handheld tools are removed and stored securely
  - Barriers, warning tape, flagging, signage, and floodlighting are removed; and
  - The work site is safe and ready in all aspects, for any required further work
- Sign-off the relevant work control documents, for example:
  - Clearance Certificate; and
  - Work Control Permit (WCP) if required