|  |  |
| --- | --- |
| Observer：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Location：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Time：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Item No.** | **Behaviour to be monitored** | **Safe**  | **At risk**  | **Not observable** |
| **1** | Conduct prior-to-work inspection to excavator and ensure it is safe to operate (e.g. rear-view mirror, flashlight, operation system)  |  |  |  |
| **2** | Wear appropriate personal protective equipment in good conditions (e.g. safety helmet with y-type chin strap, safety shoes, etc.)  |  |  |  |
| **3** | Obtain underground utilities layout plans from competent persons prior to excavation and take necessary actions accordingly |  |  |  |
| **4** | Use hand digging method when excavating within 1-metre area around utilities, expose and indicate the utilities |  |  |  |
| **5** | Use designated access to and egress from excavation area and excavator |  |  |  |
| **6** | Assign a banksman to give directions if the vision of the excavator operator is blocked  |  |  |  |
| **7** | Ensure sufficient distance between the excavator and edges of excavation area during operation of the excavator |  |  |  |
| **8** | Avoid operating the excavator on an over-inclined slope or unstable ground |  |  |  |
| **9** | Avoid placing crawlers of an excavator across the slope during operation on a slope |  |  |  |
| **10** | Park the excavator on a level and stable ground and lower the bucket to the ground when the excavator is not in use |  |  |  |
| **11** | Place materials away from edge of excavation area |  |  |  |
| **12** | Wear personal protective equipment such as masks and goggles during excavation operations that produce small particles and dusts |  |  |  |
| **13** |  |  |  |  |
| Remark (if any): |
| **Total** |  |  |  |
| **% of safe performance =** |  |  |