1. ELIMINATION
- Avoid working in or accessing trenches or shafts

2. MODIFICATION
- Ensure all trenches or shafts are well marked and access prevented
- Cover excavations or install temporary barriers to prevent falls into the excavation.
- Ensure all trenches or shafts are secured and appropriately shored prior to access

3. ADMINISTRATION
- Follow SWMS of Principle Contractor in regards to the accessing area where trenches or shafts are located
- Consult with the building contractor, safety officer and / or HSR regarding any specific actions required when working in these areas.
- Do not operate plant or use substances that could affect others working in trenches or shafts
- Follow site rules regarding entry to confined spaces

4. PERSONAL PROTECTION
- as per the Confined spaces entry permit