

EXCAVATION & EARTH WORKS PERMIT

SECTION 1 - DETAILS

Tasports Person Requesting Work:		Date:	
Person/Company undertaking the work:			
Type of Work:			
Location:			
Reason:			
Will work require electrical isolation of areas or equipment?		If Yes what equipment?	
Yes	No	
EXPECTED WORK TIMING	Start Time:	Day:	Date:
	Finish Time:	Day:	Date:
Excavation/Earth Works method planned:			

	YES	NO
Has a service locator been used to check the location of possible underground services? Service locator's must be used as an additional control, to assist in the location of underground services before excavation works commence. If a service locator is not to be used for any reason, a risk assessment must be carried out to support that decision. <i>Important: When using service locators you should be aware that they are not 100% accurate, and when using them you should not assume that because no cables are located, that live cables are not present</i>	<input type="checkbox"/>	<input type="checkbox"/>
Have Service Drawings been checked	<input type="checkbox"/>	<input type="checkbox"/>
Have you contacted Dial Before You Dig? Ph: 1100	<input type="checkbox"/>	<input type="checkbox"/>

NB Service Drawings must be checked and Dial Before You Dig before any excavation or earth works are performed.

Have any services been identified, including underground/sub marine cables?	<input type="checkbox"/>	<input type="checkbox"/>
Have identified services been rendered safe?	<input type="checkbox"/>	<input type="checkbox"/>
Will work be carried out in a hazardous area?	<input type="checkbox"/>	<input type="checkbox"/>
Detail how made safe:		
If drawings are not available or suspected inaccurate, the area must be electrically isolated.		
Is shoring required? Shoring is a positive ground support system that can be used when the location or depth of an excavation makes battering and/or benching impracticable. It should always be designed for the specific workplace conditions by a competent person (for example an engineer)		
Have any hazards / risks been identified (other than possible trench collapse or underground services)?		
Has an adequate assessment been undertaken to determine if the material to be excavated is contaminated? (If contaminated liaise with Tasports Environmental Advisor to determine/get advice on disposal/management of contaminated soil)		
Details:		
Are there any current JSEAs or SWPs applicable to this job? (if no, work can not proceed, a new JSEA must be completed)		
Are all persons competent to undertake the tasks, ie machine operator, building works, design work.		
Have all parties involved reviewed and signed off on the JSEA? (if no, work can not proceed)		
Details:		
Specialist equipment required:		

SECTION 2 - AUTHORISATION

<p>Permit Issuer – I have discussed the work to be performed with the recipient, the hazards identified and the agreed methods of work. I authorise the work specified to proceed, provided the precautions listed on this permit and attached documentation are observed. Note: If the permit issuer leaves the site and work is not complete, full hand over must occur and new permit issuer must countersign permit.</p> <p>Name: _____ Signature: _____ Date: _____</p> <p>Permit Valid from (Date/Time): _____ to (Date/Time): _____</p> <p>Permit Recipient Directly Managing Work - I have assessed and discussed the work to be performed with the permit issuer and agree to comply with all agreed controls, site safety requirements and with all provisions of this permit, and to explain and enforce those provisions with all persons under my responsibility.</p> <p>Recipient Name: _____ Signature: _____ Date: _____</p>	Others Working Under this Permit	
	Name	Training/License No.

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SECTION 3 - PERMIT HANDOVER/PERMIT FINALISATION

- Work not complete, handover completed
- Work complete, proceed to permit closure

Permit Handover: Signed Outgoing Permit Issuer: _____ Date: _____
 Signed Incoming Permit Issuer: _____ Date: _____

Completion of Works and Permit Closure – RECIPIENT

All work has been completed, people and equipment withdrawn from the plant/area, isolations removed and the plant/area is clean and safe for use.

Services identified sent to drawing office for plan update.

Name: _____ Signature: _____

Date: _____ Time: _____

Acceptance and Permit Closure – PERMIT ISSUER

I am satisfied that all work associated with this Permit has been completed in accordance with the Permit Conditions.

Name: _____ Signature: _____

Date: _____ Time: _____

All Permit/s Closed Out in Permit to Work Log

All Permit/s filed in Trim when completed