

# 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 <input type="checkbox"/> No <input type="checkbox"/>		.....	
.....		.....	
.....		.....	
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. <b><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></b>			
Have Service Drawings been checked?			
Have you contacted Dial Before You Dig? Ph: 1100			

***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?		
Have identified services been rendered safe?		
Will work be carried out in a hazardous area?		
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 Department to determine/get advice on disposal/management of contaminated soil) <b><i>Note: All soil &amp; fill material on TasPorts land is assumed contaminated unless testing confirms otherwise. Contaminated material must not be moved from a premises or be transported without consultation with TasPorts' Environmental Department and approval from the Manager Environment &amp; Sustainability and EPA.</i></b>		
Details:		

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Does a task specific SWMS exist for this excavation? (If no, work cannot proceed)		
Are all persons competent to undertake the tasks, i.e., machine operator, building works, design work?		
Are there additional requirements that require documenting? (Consider the need for a SWP, risk assessment and/or JSEA)		
Have all parties involved reviewed and signed off on the SWMS/Risk Assessment and/or JSEA for this excavation? (If no, work can not proceed)		
Details:		
Specialist equipment required:		

### SECTION 2 - AUTHORISATION

<p><b>Permit Issuer</b> – 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><b>Name:</b> _____ <b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>	<p style="text-align: center;"><b>Others Working Under this Permit</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Name</th> <th style="width: 30%;">Training/License No.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Training/License No.														
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<p><b>Manager Environment &amp; Sustainability sign off for material to be removed from site:</b></p> <p><b>Name:</b> _____ <b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>																	
<p>Permit Valid from (Date/Time): _____ to (Date/Time): _____</p>																	
<p><b>Permit Recipient Directly Managing Work</b> - 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><b>Recipient Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____</p>																	

### SECTION 3 - PERMIT HANDOVER/PERMIT FINALISATION

<p><input type="checkbox"/> Work not complete, handover completed</p> <p><input type="checkbox"/> Work complete, Proceed to permit closure</p>	<p><b>Permit Handover:</b></p> <p>Signed Outgoing Permit Issuer: _____ Date _____</p> <p>Signed Incoming Permit Issuer: _____ Date: _____</p>
<p><b>Completion of Works and Permit Closure – RECIPIENT</b></p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Services identified sent to drawing office for plan update.</p> <p><b>Name:</b> _____ <b>Signature:</b> _____</p> <p><b>Date:</b> _____ <b>Time:</b> _____</p>	<p><b>Acceptance and Permit Closure – PERMIT ISSUER</b></p> <p>I am satisfied that all work associated with this Permit has been completed in accordance with the Permit Conditions.</p> <p><b>Name:</b> _____ <b>Signature:</b> _____</p> <p><b>Date:</b> _____ <b>Time:</b> _____</p> <p>All Permit/s Closed Out in Permit to Work Log <input type="checkbox"/></p> <p>All Permit/s filed in Trim when completed <input type="checkbox"/></p>