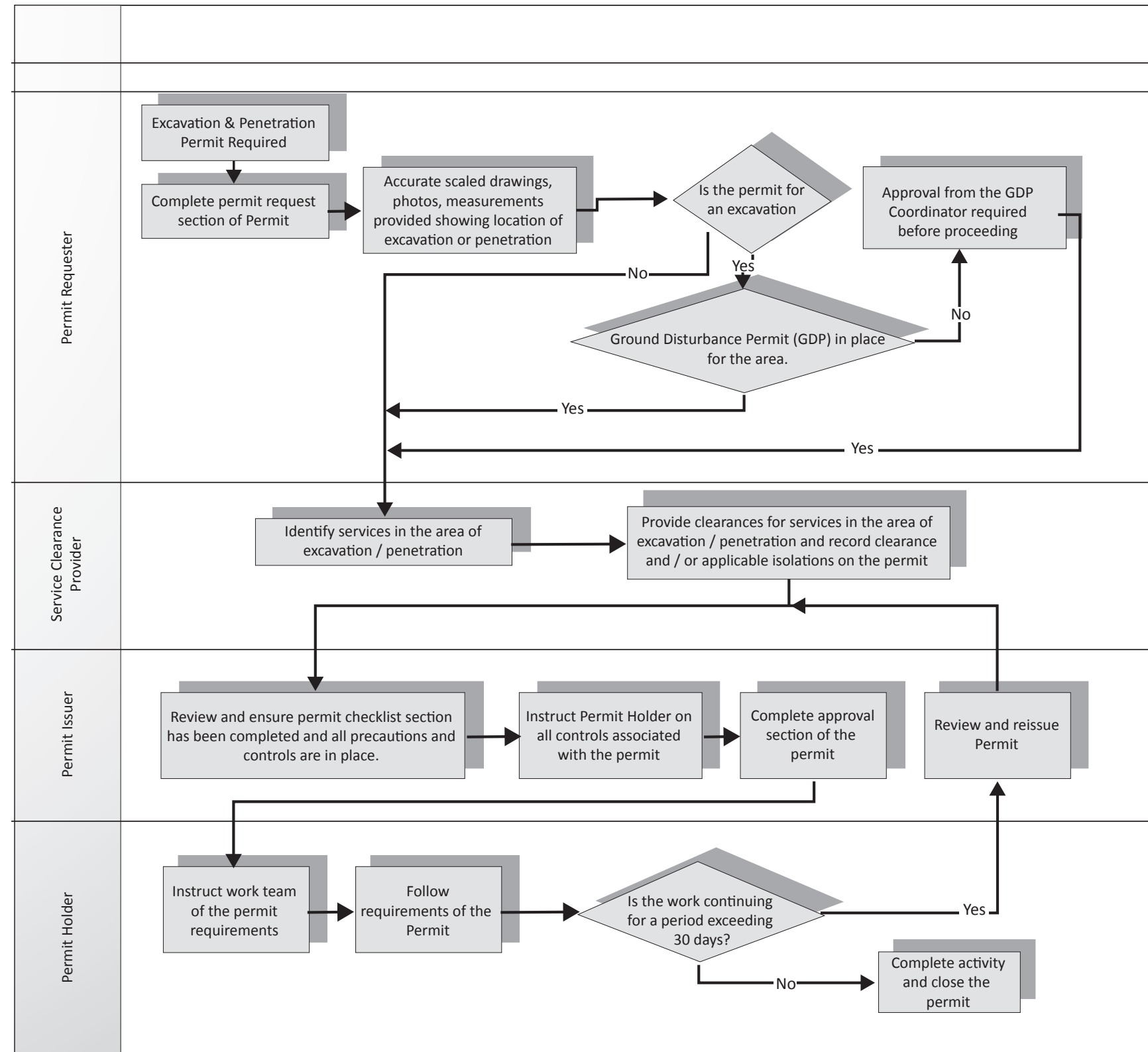




## Health & Safety – Permit

# EXCAVATION AND PENETRATION PERMIT



# Health & Safety – Permit EXCAVATION AND PENETRATION PERMIT



PERMIT REQUEST (Permit Requester)				PERMIT Number	
Permit Type (Please tick):		Excavation <input type="checkbox"/>	Penetration <input type="checkbox"/>	0001	
Requested by:			Department/Company		
Work Location:					
Scope of Work (Brief description of work):					
Method of excavation/penetration (Specify type of equipment to be used and any restrictions):					
Start Date:			End Date:		
Excavation and Penetration Permit shall be reviewed and re-issued after a maximum of 30 days					
CLEARANCES (Service Clearance Provider/s)					
CLEARANCES (Colour markings in brackets)	STATUS (Circle status)		DEPARTMENT	AUTHORISED CLEARANCE PROVIDER	
				Name	Signature
1 Water Pipes (Pink)	Clear	Not Clear			
2 Sewerage Pipes / Drains (Pink)	Clear	Not Clear			
3 Compressed Air Pipes (Sky Blue)	Clear	Not Clear			
4 Electrical Cables – LV* (Orange)	Clear	Not Clear			
5 Electrical Cables – HV* (Orange)	Clear	Not Clear			
6 Communication Cables # (White)	Clear	Not Clear			
7 Fuel / Oil Lines (Yellow)	Clear	Not Clear			
8 Natural Gas / LPG (Yellow)	Clear	Not Clear			
Provide details of additional clearances if required					
9	Clear	Not Clear			
10	Clear	Not Clear			
11	Clear	Not Clear			
*Electrical section to be completed by an electrician #Off-site communication clearances shall be provided by Dial Before You Dig 1100					
Where a service is marked as Not Clear relevant information shall be recorded in the Isolations / Precautions section.					
No	Service Clearance Provider	Isolations / Precautions (Required for Not Clear status recorded above)			

CHECKLIST (Permit Issuer)			
	Y	N	N/A
Has a JHA and / or WIN been completed for the task and reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are accurate drawings or photos attached that show the exact location of the excavation or penetration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the excavation boundaries clearly defined and physically marked on the ground or location drawings (not applicable for penetrations)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For excavations – Is there an authorised Ground Disturbance Permit (GDP) in place for the area where the excavation is to take place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the excavation or penetration restrict emergency vehicle access? If yes contact emergency services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the excavation being conducted on public road verge? If yes contact the relevant government authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the excavation is within 10m either side of a power line, has a vicinity permit been issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the excavation be undertaken adjacent to structures where that excavation may lessen the structural integrity of that structure? If yes consult with the engineering department prior to proceeding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could penetration through a wall, floor or ceiling enter into another work area? If yes, ensure controls are documented in the JHA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could the excavation be considered a confined space? If yes a confined space entry permit shall also be in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If entry to the excavation is required, has adequate means of access and egress been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevention of trench collapse shall be achieved by:			
• The use of shoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The use of battering to all sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The use of benching to all sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A written and signed authority from an engineer stating the excavation is safe to enter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Spotter available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPROVAL TO EXCAVATE OR PENETRATE			
ALL OF THE INFORMATION ABOVE MUST BE COMPLETED PRIOR TO SIGNING			
<b>Permit Officer</b> : As the authorised / appointed person I authorise the Excavation and Penetration Permit subject to the conditions and precautions identified, indicated on the Permit and relevant JHA/WIN.			
Full Name (Please Print) :		Signature:	Date / /
<b>Permit Acceptor</b> (This may be the same as the person requesting the Permit): As the Excavation and Penetration Permit Acceptor I accept and agree to be bound by the conditions above, the associated procedures and accept the responsibility as the person in charge of the work covered by this Permit. I shall also ensure all personnel involved in the excavation/penetration activity are aware of the requirements of this Permit and review and sign onto the JHA.			
Full Name (Please Print) :		Signature:	Date / /
TRANSFER OF PERMIT			
Current Permit Acceptor		New Permit Acceptor	
Signature	Name	Signature	Date & Time
EXCAVATION AND PENETRATION PERMIT REVIEW (Re issue period not to exceed 30 days)			
Reviewed by:	Valid to:	Reviewed by:	Valid to:
Reviewed by:	Valid to:	Reviewed by:	Valid to:
PERMIT CLOSURE (Permit Acceptor)			
All work associated with the permit has been completed			Y <input type="checkbox"/> N <input type="checkbox"/>
The work area and adjacent areas have been inspected and left in a safe condition			Y <input type="checkbox"/> N <input type="checkbox"/>
New or altered services have been marked and identified and submitted for update where required.			Y <input type="checkbox"/> N <input type="checkbox"/>
Full Name (Please Print):		Signature:	Date:

Completed Permit shall be returned to the Permit Issuer