



ECM NO: #890382
EFFECTIVE DATE: 30/09/2020

DEPARTMENT: Office of the CEO
UNIT: Safety and Wellness

This permit is required to be completed in accordance with Council Excavation & Trenching Procedure (ECM #890382):

- Before commencing any excavation on a brownfield site, or
- Before excavating to a depth of 300mm or more on a greenfield site, or
- Where a worker is required to enter an excavation or trench with a depth of 1.5m or more or where there is a risk of engulfment due to poor ground conditions.

Section 1 - Details of Work

Site name:		Date:	
Location on site:			
Details of work to be undertaken			
Permit Open from date & time.		Planned finish date:	

Section 2 – Excavation and trenching controls

Work environment

Has the relevant SWMS activity been reviewed by all involved in the task?	Y <input type="checkbox"/> mandatory
Are controls in place to maintain exclusion zones around underground/overhead electrical lines and pole bases, including use of a spotter? <i>If exclusion zones cannot be safely maintained, a 'Safety Advice' from the electrical entity is required.</i>	Y <input type="checkbox"/> N <input type="checkbox"/>
Is a spotter to be used at all times during mechanical excavation in brownfield areas?	Y <input type="checkbox"/> mandatory
Suitable barricade and signs available, at least 900 mm high to prevent unauthorised access?	Y <input type="checkbox"/> N/A <input type="checkbox"/>
Is there potential for the planned excavation/trench to impact stability of buildings or structures?	Y <input type="checkbox"/> N/A <input type="checkbox"/>
Is specialist engineering advice needed to manage risks arising from poor ground conditions or if the depth of the trench exceeds 3m?	Y <input type="checkbox"/> N/A <input type="checkbox"/>

Underground Service Location (this section is mandatory before commencing excavation on a brownfield site)

Have all relevant plans, GIS data and drawings been reviewed, including Dial Before You Dig (DBYD PH 1100) and internal Council asset records?	Y <input type="checkbox"/> mandatory
Has a physical inspection of the planned excavation site and surrounding area been conducted to identify any visual indicators of buried services?	Y <input type="checkbox"/> mandatory
Have known services with <u>potential</u> to encroach within minimum 3m of the planned excavation have been positively identified and clearly marked via non-destructive methods? <i>(e.g. vacuum excavation, cable locators, ground penetrating radar/technology, hand digging)</i>	Y <input type="checkbox"/> N/A <input type="checkbox"/>
All services encroaching within minimum 300mm of the planned excavation have been visually verified by potholing (vacuum excavation or hand digging).	Y <input type="checkbox"/> N/A <input type="checkbox"/>
Has a standby person / spotter been appointed for the task?	Y <input type="checkbox"/> mandatory

HOLD POINT FOR MECHANICAL EXCAVATION

(Mechanical excavation cannot proceed on a Council brownfield site until the Council Supervisor has been consulted to confirm applicable service location requirements have been satisfied.)

Consultation with the Council Supervisor has occurred (record details below).

Y

Mechanical excavation has been authorised to proceed.

Y

.....
Name of Council Supervisor consulted

.....
Position

..... / / :..... am / pm
Date & time of consultation

Falls into excavation / trench

Controls in place to prevent people or objects falling into open excavation/trench (e.g. barricades, signage, spotters etc.)

Y N/A

Heavy loads not positioned within the zone of influence of an excavation/trench
(Setback distance at least equal to the depth of unsupported trench wall).

Y N/A

Controls in place to prevent persons from entering a section of excavation/trench where there is a risk of harm from plant falling into the occupied area.

Y N/A

Entry into excavation / trench deeper than 1.5m

One or more of the following controls are mandatory to prevent ground collapse before a person can enter a trench/excavation deeper than 1.5m (tick which control/s will be implemented):

- Benching (maximum bench height cannot exceed **1.5m** unless designed and certified in writing by a RPEQ engineer)
- Battering (angle of repose must not exceed **45 degrees** unless designed and certified in writing by a RPEQ engineer)
- Shoring / trench box
- Written assessment from a qualified engineer warranting there is no risk of collapse

High Risk Work Rescue Plan developed.

Y mandatory

Safe entry and exit points confirmed (e.g. ladders at 9m intervals along the trench and protruding at least 1m above ground, ramps or steps used).

Y mandatory

Standby person / spotter is appointed and in place for the duration of the work.

Y mandatory

Name(s):.....

Risk of unsafe atmosphere within the excavation/trench identified and controlled (e.g. controls in place for use of chemicals or exhaust-emitting plant/equipment in or near the excavation).

Y N/A

Section 3 – Verification of risk controls

I confirm that actions and risk controls required have been implemented for the work to be undertaken as described in Section 1. Workers involved in this work have been advised of, and understand, the requirements and risks of this work.

Note: This permit is activated at the time that the Permit Recipient completes and signs below and is valid for the period of work defined in Section 1.

Permit recipient name		Signature	
Date		Time	

Section 4 – Completion of work

I confirm that the work defined in this permit has been completed in accordance with the requirements of this permit.

Permit recipient name		Signature	
Date		Time	