Section 1: Requiredwhenever we are digging, penetrating, raking, milling, or otherwise disturbing the soil deeper than 150mm including installing posts, guardrail, kerb pegs, waratah standards etc. **Exemptions:** Refer to the COG Living Safely Manual and record clearly on the Risk Control Plan.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Can this task be completed without excavation? | Yes / No | Job # |  | Date: |  |
| Valid from: (date & time)**Max duration 7 days** |  | To: (date & time) |  |
| Team Leader: |  | Service Worker: |  |
| **WorkSafe Notification:** Do any of the following apply? Work is being done in:* a drive, excavation, or heading and someone is required to work with a ground cover overhead
* an excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical
* a pit, shaft, trench, or other excavation more than 1.5 metres deep and having a depth greater than the horizontal width at the top
 |
| **No 🞏** Continue with permit | **Yes 🞏** WorkSafe NZ notification required 24 hours before work starts | WorkSafe Notification date & reference number: |

|  |
| --- |
| **Plan & Do:** If the answer to any question is in a **grey box**, then work cannot proceed until the relevant item has been completed or risk assessed and controls included in your RCP e.g. mark outs, hand digging |
| **Item** | **Check** | **Yes** | **No** | **N/A** |
|  | Has a physical site inspection been completed? |  |  |  |
|  | Have you checked for indicators of services and other hazards? Check for gas meters, comms towers etc.  |  |  |  |
|  | Do we have plans for all known underground services for the site? e.g., B4UDIG |  |  |  |
|  | If no to above, have service providers confirmed “No services in area”? Or a mark out completed? (no response does NOT confirm no services)  |  |  |  |
|  | What method of cable location are we using? E.g., Cat & Genny, contractor |
|  | Is potholing required? (Potholing is required when using an excavator) |  |  |  |
|  | If potholing is required, what is the determined frequency and location of potholing? |
|  | How are we potholing?  | Hydro or air excavation |  |  |  |
| Hand digging with non-conductive tools |  |  |  |
|  | All required close approach permits have been organised and any required controls by the utility owner are in place? (Refer to Service Distances Poster)  |  |  |  |
|  | **Overhead** | **Distance / Comments**  | **Underground** | **Distance / Comments** |
|  | Electricity: 🞏 |  | Electricity: 🞏 |  |
|  | Rail: 🞏 |  | Fibre: 🞏 |  |
|  | Other: 🞏 |  | Gas: 🞏 |  |
|  | Other: 🞏 |  | Water or other: 🞏 |  |
| **Item** | **Check** | **Yes** | **No** | **N/A** |
|  | What other special requirements are there?  |
| Utility Rep stand over? |  |  |  |
| Designated trained spotter? |  |  |  |
| Residents notified? |  |  |  |
| Client Rep notified?  |  |  |  |
|  | Have we identified what edge protection and / or shoring is required? |  |  |  |
|  | Has a communication method been agreed between the excavator operator and stand over/spotter and what is it? |  |  |  |
|  | Is there means to protect services when/if found? e.g., plywood |  |  |  |
|  | An effective plan to manage traffic, cyclists & pedestrians is in place?  |  |  |  |
|  | Are environmental controls in place? E.g., silt socks and witch hats |  |  |  |



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| **IF AN EXCAVATION BECOMES 1.5M OR DEEPER STOP WORK CONTACT YOUR TEAM LEADER TO COMPLETE DIG PERMIT FOR DEEPER THAN 1.5M**  |
| **CHECK:** |
| 16. | **Self-issue:**I confirm that everyone involved in the task understands the controls and communication requirements. I believe it is now safe for work to start.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  |  |  |  |
| Name: |  | Position: |  |

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| **ACT:** If any of the following hold points occur STOP and ask yourself the Stay Safe questions. |
| 1.
 | If all known (and indicated) services in the dig area **have not been** positively located work **cannot** proceed, contact your team leader. |
|  | If you encounter a previously unidentified service, work **must stop**, contact the Team Leader and Service Provider put a plan in place to manage the risk. |
|  | If something changes, work **must stop**, contact your Team Leader, hazards and risks must be reassessed **before** work can proceed. |
|  | If the person who completed the permit, excavator operator or spotter changes at any stage, work **must stop,** and the permit must be **reviewed** by the new operatives. This change **must** be documented on the risk control plan |

