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| **Excavation and Digging - PTW Number:** |  |

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| **Section 1 – General Details** | | | | | | | | | | | | | | | |
| **Work Activity Title:**  (As per Work Activity Risk Assessment) | | | | |  | | | | | | | | | | |
| **Location of work:** | | | | |  | | | | | | | | | | |
| **Likely depth of excavation work:** | | | | | 300mm to 1.5 m | | | > 1.5 m | | | | | | | |
|  | | | | |  | | | | | | | | | | |
| **Section 2 – Underground Services Identification** | | | | | | | | | | | | | | | |
| **Identification undertaken by:** | | | |  | | | | | | | **Date:** | | | |  |
| Type of identification to be undertaken:  (tick appropriate) | |  | Civil or Geotechnical Engineer’s report undertaken / to be referenced | | | | | | | | | | | | |
|  | |  | Information sourced / to be sourced from authority / underground asset service locator (*Dial Before You Dig – Call 1100*) | | | | | | | | | | | | |
|  | |  | Visual inspection and search of the work area and potential services in the surrounds | | | | | | | | | | | | |
|  | |  | Existing PBPL services maps / GIS / plans reviewed / to be reviewed | | | | | | | | | | | | |
|  | |  | Underground service location detection undertaken / to be undertaken | | | | | | | | | | | | |
| Have services been identified? | |  | **Yes**  Services have been identified that could impact on the excavation tasks. | | | | | | | | | | **Complete Section 2** | | |
|  | |  | **No**  There are no services in the area / vicinity that could impact on the excavation tasks. | | | | | | | | | | **Proceed to Section 3** | | |
| **Service type**  Nominate the type of service(s) identified: water pipeline, sewerage pipeline or services, stormwater pipeline or services, gas pipeline, fuel tank/pipeline, telecommunications, live/unknown electrical, non live electrical, etc: | | | | | | | | | **Proximity of service** (tick appropriate): | | | **Depth details:**  (if known or as an estimation) | | | |
|  | | | | | | | | | Service directly where excavation required | Service in proximity of required excavation | |  | | | |
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| **NOTE:** Where a service has been identified, insert information in the service location and restrictions sections below to ensure a safe system of work | | | | | | | | | | | | | | | |
| **Service location(s)** (Provide details/description of locations &/or references to maps/plans/diagrams, testing results, paint marking of areas, etc): | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Restrictions to ensure safe work (e.g. restrictions given by gas / fuel service owners)** (Provide details of work restrictions required): | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
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| **Section 3 – Excavation Collapse & Entry Controls** | | | | | | | | | | | | | | | |
| **Is entry required?** | | | | | |  | **Yes** | | | | | | Proceed to Section 3A | | |
|  | | | | | |  | **No** | | | | | | Proceed to Section 3C | | |
| 3A: | * Into an excavation greater than 1.5 m deep? | | | | |  | **Yes** | | | | | | Proceed to Section 3B | | |
|  |  | | | | |  | **No** | | | | | | Proceed to Section 3C | | |
| 3B: | * A safe means of entry will be achieved via (must identify one): | | | | |  | The use of secured ladders – at least one per 9m section of trench | | | | | | | | |
|  |  | | | | |  | The following alternative safe  means: | | |  | | | | | |
|  | * Prevention of collapse will be achieved via (must identify at least one): | | | | |  | The use of shoring | | | | | | | | |
|  |  | | | | |  | The use of battering to all sides required | | | | | | | | |
|  |  | | | | |  | The use of benching to all sides required | | | | | | | | |
|  |  | | | | |  | A written and signed authority  (obtained from certified geo-technical engineer stating that the excavation is safe for entry) | | | | | | | | |
|  | * General entry safety will be achieved via (both items mandatory): | | | | |  | More than one person being present at the excavation during entry | | | | | | | | |
|  |  | | | | |  | A competent person to supervise work, inspect excavation(s) and | | | | | | | | |
|  |  | | | | |  | maintain an excavation log daily prior to entry | | | | | | Proceed to Section 3D | | |
| 3C: | * General safety to be achieved via: | | | | |  | A competent person to supervise work and inspect excavation(s) | | | | | | | | |
|  | * Prevention of collapse will be achieved via (must identify at least one): | | | | |  | No controls required as a collapse hazard is not present | | | | | | | | |
|  |  | | | | |  | Using shoring, battering/benching to prevent a person being trapped | | | | | | | | |
|  |  | | | | |  | by a collapse or to minimise likelihood of a fall | | | | | | | Proceed to Section 3D | |
| 3D: | * Clarifying details as applicable (about type of shoring, method of placement/removal, batter/bench dimensions, access details, etc): | | | | | |  | | | | | | | | |

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| **Section 4 – Additional Considerations** | | | |
| Tick as appropriate? |  | Close-by exhaust fumes, outputs, etc could affect the excavation atmosphere | Include relevant control details within the Risk Assessment for the Work Activity |
|  | Exclusion / barricading is to be erected to exclude access / prevent falls |
|  | Controls are required to prevent undermining of near-by structures |
|  | The area is likely to contain contaminated soil / old process materials / chemicals |
|  | New services will need to be marked / identified &/or service plans updated |
|  | | | |