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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 |  |
|       | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  |       |
| **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): |
|       |
|  |
| **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 safemeans: |       |
|  | * 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 |
|  |