

# EXCAVATION WORKS PERMIT

## Permit information and conditions

### Can the task be undertaken at ground level?

An Excavation Works Permit is required when works include: Digging holes, pits or trenches in the ground **to a depth that may put people at risk** through collapse, falling, contact with existing services, or use of any machinery.

#### Permit conditions

- 1 Only an 'authorised' Permit Authority can issue the permit.
- 2 Permit Authority must be satisfied that work is performed according to the Permit (e.g. appropriate level of supervision) and the area made safe on completion.
- 3 Only an 'authorised' Permit Authority can close the permit.

Company (if applicable) \_\_\_\_\_

Work Request/Project number \_\_\_\_\_

## Individual(s) involved

### LA TROBE UNIVERSITY USE ONLY: Approval (Authorised Permit Authority)

Name _____	Signature _____
Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Time _____ am _____ pm

### Person(s) undertaking work (Permit Holder)

I acknowledge that I have been consulted on the work to be performed and agree to comply with the controls stated on the permit.

Name _____	Signature _____
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### Stand-by / Spotter (if required)

Name _____	Signature _____
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## Work details

Location of work (one specific location only) \_\_\_\_\_

Description of work to be performed including depth (brief) \_\_\_\_\_

Equipment to be used \_\_\_\_\_

SWMS assessment completed and controls identified below      Controls discussed with each person undertaking the work

### Frequency of supervision (Permit Holder) (please choose one)

Constant   10 minute   30 minute   Hourly   2 hourly   Start and finish   Other \_\_\_\_\_

## Controls

Yes	No	Services located and identified (power, sewerage, telephone)	Yes	No	Spoil to be removed off site
Yes	No	Observer present during excavation	Yes	No	Shoring, Benching or Battering put in place
Yes	No	Isolations requested and in place (fire, power, water)	Yes	No	Clean back fill organised
Yes	No	Hand digging required	Yes	No	Drawing attached

## Emergency Controls

The SWMS/risk assessment adequately covers emergency controls which may include the following where relevant

The rescue of a person in the event that the person becomes engulfed by soil or other material

The provision of first aid to a person who has become engulfed

Emergency procedures reflect the site location, ground conditions and the type of work to be undertaken

Nearest medical facilities

First aid provisions

Reliable method of communication

**NB** emergency planning should not assume that local emergency services have the capacity or equipment to provide on-site emergency medical or rescue services.

## Permit validity - [Permit to Work Deviation Form](#) required for permits more than one day only

This permit is only valid today   /   /     from \_\_\_\_\_ am \_\_\_\_\_ pm to \_\_\_\_\_ am \_\_\_\_\_ pm