

HS931
Permit to Work (Excavation)



(Reference document: Permit to Work Procedure HS820)

This Permit must be displayed in work area by the person who is to perform the work and returned to the issuing officer on completion of work. **Note: this Permit is only valid for date of issue.**

Request for Permit to Work (Excavation)

To: UNSW Facilities Management			Planned work	
By:			Start:	
Date:			Complete:	
Purpose of excavation:				
Excavation location:				
(Sketch & Detail, Sheet & Grid reference to UNSW Underground Services drawing)				
General controls				
(prepared/completed by requestor):			(UNSW FM acceptance):	
Control	Attached	Reference		
SWMS	<input type="checkbox"/> YES		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Current UNSW Contractor Induction	<input type="checkbox"/> YES		<input type="checkbox"/> YES	<input type="checkbox"/> NO
UG Services Identification	<input type="checkbox"/> YES		<input type="checkbox"/> YES	<input type="checkbox"/> NO
UNSW Note if 'No' acceptance:				
UG Services Identification:				
Service	Description / Drawing annotation			
Electricity (LV)				
Electricity (HV)				
Electricity (Protection cable)				
Gas				
Telecommunication				
Water (potable)				
Water (bore)				

Storm water					
Sewer					
Other					
Required specific controls:				Required	Check (sign/date)
UNSW inspection of work area barricading / warning signs prior to commencement of excavation				<input type="checkbox"/> YES <input type="checkbox"/> NO	
UNSW inspection of mark out of UG Services prior to commencement of excavation				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Cable locator instrument to be used prior to commencement of excavation				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Spotter to be present during excavation works				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Excavation within 1m (all directions) of UG Services by hand only				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Excavations >1.5 deep must have suitable controls to prevent collapse					
All services identified and discovered are to be regarded as live unless specifically noted otherwise					
UNSW FM Attendance required during excavation:					
UG Service	Drawing Reference	Description			
UG Services – Discovery (non-identified services) – Notification Requirements					
UG Service	Person to be notified	Telephone	Notification req'd	Person notified	Date notified
Electricity			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Gas			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Telecommunication			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Water/Sewer			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Asbestos			<input checked="" type="checkbox"/> YES		
Unknown material / contamination			<input checked="" type="checkbox"/> YES		
Permit to Work – Issued			Permit to Work - Received		
UNSW	UNSW Facilities Management		Contractor		
Name			Name		
Signature			Signature		
Date			Date		
Cancellation of Permit to Work					
I hereby relinquish this permit and confirm all workers under my supervision have been notified of the closure of this permit and have been instructed to remain clear of the work area. And all materials and tools have been accounted for and removed from the work area.					
Contractor		Signature		Date	Time
Name					
The cancellation of this permit is hereby acknowledged		Signature		Date	Time
UNSW					
Name					