

Ausmite Permit to Work Excavation and Ground Penetration

Training document only

PART D - ISSUE CHECKLIST – (Tick as appropriate)

Pre Permit Checklist - Must be completed prior to issue of permit (Tick as appropriate)	
<input type="checkbox"/> Risk assessment and JSEA completed and attached <input type="checkbox"/> Pre-task briefing carried out <input type="checkbox"/> Employees trained in applicable work activities <input type="checkbox"/> Tools and equipment checked and secured <input type="checkbox"/> Isolations successfully completed (procedure attached) <input type="checkbox"/> Area signposted, barricaded <input type="checkbox"/> Emergency procedures communicated and in place <input type="checkbox"/> Adequate ventilation provided <input type="checkbox"/> Were site environmental requirements followed? <input type="checkbox"/> Electrical equipment tested and approved for use <input type="checkbox"/> Others in work area notified	<input type="checkbox"/> Nuisance noise, dust or odour problems assessed <input type="checkbox"/> Work impact on neighbouring areas assessed <input type="checkbox"/> Waste containers, collection equipment supplied <input type="checkbox"/> Environmental aspects assessed <input type="checkbox"/> Spill dispersal equipment, absorbent materials available <input type="checkbox"/> Bunding requirements assessed Underground services identified <input type="checkbox"/> Dial before you dig <input type="checkbox"/> Service authorities contacted <input type="checkbox"/> All underground services have been identified Checklist completed by: (Signature).

Work Activity Checklists – Must be addressed prior to commencement of work activities (Tick as appropriate)		
Mobile Plant/Equipment <input type="checkbox"/> Excavator <input type="checkbox"/> Backhoe <input type="checkbox"/> Trenching machine <input type="checkbox"/> Skid steer loader (with attachment) <input type="checkbox"/> Other _____ <input type="checkbox"/> Operators are competent and authorised Personal Protective Equipment <input type="checkbox"/> High Viz clothing <input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Boots <input type="checkbox"/> Safety glasses <input type="checkbox"/> Gloves <input type="checkbox"/> Hand-held radio <input type="checkbox"/> Sun protection Excavation requirements Excavations deeper than 1.5 meters <input type="checkbox"/> Benching or battering required <input type="checkbox"/> Shoring required <input type="checkbox"/> Additional equipment to be set up away from trench edge <input type="checkbox"/> Safe trench entry and egress <input type="checkbox"/> Standby person engaged (if required)	Safe Guarding Other Personnel <input type="checkbox"/> Exclusion Zones identified and implemented <input type="checkbox"/> Warning signs/barricades <input type="checkbox"/> Defined access/clearways <input type="checkbox"/> Housekeeping <input type="checkbox"/> Communication Underground services identified <input type="checkbox"/> Dial before you dig <input type="checkbox"/> Service authorities contacted <input type="checkbox"/> All underground services have been identified <input type="checkbox"/> Personnel have been notified of all underground services Hazardous Substances <input type="checkbox"/> Current Material Safety Data Sheet <input type="checkbox"/> All containers labelled <input type="checkbox"/> Materials stored safely <input type="checkbox"/> Incompatible materials segregated <input type="checkbox"/> Flammable liquid >20 litres stored in flammable liquid storage cabinets <input type="checkbox"/> Personnel trained in use <input type="checkbox"/> Air monitoring or health surveillance <input type="checkbox"/> Safe method of disposal	Environmental aspects <input type="checkbox"/> Noise <input type="checkbox"/> Dust generation <input type="checkbox"/> Oil/fuel/contaminated water Manual handling tasks <input type="checkbox"/> Personnel trained in hazardous manual tasks <input type="checkbox"/> Personnel trained in use of hand tools <input type="checkbox"/> Personnel are fit for work Emergency Planning/Procedures <input type="checkbox"/> Access to first-aid facilities personnel <input type="checkbox"/> Clear communication channels to back up personnel, i.e. Fire & Rescue, Operations Control Centre <input type="checkbox"/> Emergency numbers: Fire Police Hazardous Substances Checklist completed by: (Signature).

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	EX-P-01	Excavation permit	Rev 1.0	01.07.2018	Training manager	Director	2 of 4

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PART E – TRANSFER OF RESPONSIBILITY						
To transfer the control of this PTW to another supervisor (Permit Holder)						
Name	Accept Permit (Signature)	Date	Time	Relinquish Permit (Signature)	Date	Time

PART F – PERMIT CANCELLATION – To be returned for cancellation by the Issuing Authority		
Job Complete <input type="checkbox"/> Incomplete <input type="checkbox"/>	Tags/Locks removed YES <input type="checkbox"/> NO <input type="checkbox"/>	Equipment available for use YES <input type="checkbox"/> NO <input type="checkbox"/>
I confirm there are no other permits and/or isolations currently under the same work permit or work order		
Date: / / Time:am/pm Name of Person Signing off Permit		
Signature).....		

PART G – POST PERMIT CHECKLIST (Tick as appropriate)	
<input type="checkbox"/> Housekeeping satisfactory <input type="checkbox"/> Does this task require a job safe procedure to be written? <input type="checkbox"/> Were site environmental requirements followed?	<input type="checkbox"/> Waste and spill material disposed of correctly <input type="checkbox"/> Did any unplanned incidents occur, including environmental. If yes, complete incident report form Checklist completed by:

