EXCAVATION HAZARD ASSESSMENT & PERMIT

Latest Revision: 16 March 2020

Site Location/Description:	WO #:
Date:	
Expected Depth of Excavation:	Work Activity Description:
Nature of Work to be Undertaken:	Method of Excavating:

HAZARD IDENTIFICATION, ANALYSIS AND CONTROL SELECTION CRITERIA

Specific Excavation Hazard Assessment Requirements. Select One.	☐	The excavation work is to be undertaken by a contractor and the work **has not been** adequately assessed for hazards as per the specific excavation work detailed in the permit	Complete Hazard Assessment and the Excavation Permit.
	☐	The excavation work **has been** adequately assessed for hazards by contracted personnel as per the specific excavation work detailed in the Permit.	Complete the Excavation Permit

Step 1 – Consider Consequences	Step 2 – Consider Likelihood	Step 3 – Calculate Risk
What are the consequences of this hazard occurring? Consider what is the most probable consequence (below) with respect to this work hazard.	What is the likelihood (below) of the hazard consequence in Step 1 occurring.	1. Take Step 1 rating and select the correct column. 2. Take Step 2 rating and select the correct line. 3. Use the risk score where the two ratings cross on the matrix below. **H = High, S = Serious, M = Medium, L = Low**

Extreme	Multiple fatalities or permanent injuries
Critical	Single fatality or permanent injury
Major	Medical treatment or lost time injury
Minor	First aid treatment
Insignificant	Incident or near miss – no treatment

Almost Certain	Is expected to occur in most circumstances
Likely	Will probably occur at least once
Possible	Event might occur at some time
Unlikely / Rare	Event not expected to occur or only in exceptional circumstances

Likelihood

	Consequences				
	Ins	Min	Maj	Crit	Ext
Almost Certain	M	S	H	H	H
Likely	M	M	S	H	H
Possible	L	M	M	S	S
Unlikely / Rare	L	L	M	M	S

Task	Hazard/Hazard Source	Risk (H/S/M/L)	Control Measures	Person Responsible	Date Implemented

HAZARD ASSESSMENT COMPLETED BY

Name:	Employer:	Date:

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EXCAVATION PERMIT

As per the method of excavation and work described in hazard assessment, identify control requirements in the relevant parts below.

UNDERGROUND SERVICES IDENTIFICATION

Types of Services Identification	☐	Information sourced / to be sourced from authority or underground utility service locator
	☐	Visual inspection and search of the work area and potential services in the surrounds
	☐	Existing known SFX services maps or plans reviewed / to be reviewed
	☐	**Mandatory** – Underground service location and depth detection undertaken / to be undertaken

IDENTIFICATION UNDERTAKEN BY

Have Services been Identified	☐	**Yes** Services have been identified that could impact on the excavation tasks.	Complete this Section
	☐	**No** There are no services in the area / vicinity that could impact on the excavation tasks.	Proceed to Collapse & Entry Controls Section

SERVICE TYPE Nominate the type of service(s) identified: water, stormwater, sewerage pipeline or services, irrigation lines, control wiring, gas or fuel tank/pipeline, telecommunications, live/unknown electrical, non live electrical, etc:	**PROXIMITY OF SERVICE** (check appropriate)		**DEPTH DETAILS** (as detected &/or as a best estimate)
	Service directly where excavation required	Service in proximity of required excavation	
	☐	☐	
	☐	☐	
	☐	☐	

SERVICE LOCATION(S) - Where a service has been identified, insert information in the service location and restrictions sections below to ensure a safe method of work. Provide details/description of locations as detected, or an explanation of areas shown by marking paint or similar

RESTRICTIONS – Including from service owner to ensure safe work. Provide details/description of work restrictions required.

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EXCAVATION COLLAPSE & ENTRY CONTROLS				
Will workers be required to enter the excavation(s)?		☐	Yes	Proceed to Item A
		☐	No	Proceed to Item B
A	Will the excavation(s) be greater than 1.2 m deep?	☐	Yes	Proceed to Item B
		☐	No	Proceed to Item C
B	A safe means of entry will be achieved via - must identify one:	☐	The use of secured ladders – at least one pr 6 m section of trench	
		☐	The following alternative safe means:	
	Prevention of collapse injury will be achieve via - must identify at least one:	☐	The use of shoring or trench **cage**	
		☐	The use of sloping to all side required	
		☐	The use of benching to all sides required	
		☐	A written and signed authority obtained from a certified engineer stating that the excavation is safe for entry	
	General safe entry in the excavation will be achieved via - both items mandatory:	☐	More than one person being present at the excavation during entry	
		☐	A competent person to supervisor work, inspect excavation(s) and trench cages daily prior to entry	Proceed to Item D
C	General safety to be achieved via:	☐	A competent person to supervisor work and inspect excavation(s)	
	Prevention of collapse will be achieved via - must identify at least one:	☐	No controls required to prevent a person being trapped by a collapse	
		☐	Using shoring, cage, sloping/benching to prevent a person being trapped by a collapse or to minimize likelihood of a fall	Proceed to Item D
D	Clarifying details as applicable - about type of shoring, method of placement/removal, slope/bench dimensions, trench cage and access details, etc:			

ADDITIONAL CONSIDERATIONS			
Check as Appropriate	☐	Exclusion/Barricading is to be installed to exclude access/prevent falls	Include relevant control details within Section 1 – Hazard Assessment or an attached Safe Work Procedure
	☐	Controls will be required to limit operating areas of mobile equipment	
	☐	Close-by exhaust fumes could make the excavation atmosphere unsafe for entry	
	☐	Controls are required to prevent undermining of near-by structures	
	☐	The area is likely to contain contaminated silo/old process materials/chemicals	
	☐	New services will need to be marked/identified and/or service plans updated	

SKETCH

Include:

☐ Measurement to allow for sloping
☐ Access / egress
☐ Location of stakes

PRE-JOB TOOLBOX MEETING

☐ Review of Excavation Hazard Assessment & Permit

Topics / Worker Concerns / Suggestions:

CONTRACTOR PERMIT REQUEST			
This acknowledgement signifies a formal request to commence excavation works. As the person requesting this permit, I hereby certify that: • I am competent to coordinate this excavation work in accordance with the Excavation Hazard Assessment & Permit details; • I shall undertake to implement all planned and necessary controls to ensure safe excavation access and work methods; and • I shall monitor the excavation / work hazards and control methods throughout the excavation work.			
Name:	Signature:	Date:	Time:
STFX AUTHORIZATION			
This StFX Authorization signifies that the planning component of the Excavation Hazard Assessment & Permit has been completed, and that excavation work is authorized to commence in accordance with the request for a Permit.			
Project Manager / Supervisor			
Name:	Signature:	Date:	Time:
OHS Advisor			
Name:	Signature:	Date:	Time:
EXCAVATION WORK AUTHORIZATION – Supervisor in Direct Control			
The procedures, control measures and precautions appropriate for the safe access &/or execution of work involving this excavation(s) have been implemented and the persons required to work have been advised and understand the requirements of the Excavation Hazard Assessment & Permit.			
Name:	Signature:	Date:	Time:

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WORKER ACKNOWLEDGEMENT

By signing this Excavation Hazard Assessment & Permit, I acknowledge that I have received appropriate training, have attended the Pre-Job Toolbox Meeting, understand and will adhere to the method of working and conditions described in the Excavation Hazard Assessment and Permit.

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