

Permit to Work Excavation Certificate

PTW # _____

Description of work (Include diagram of work site if appropriate)						
<input type="checkbox"/> Approved Traffic Management Plan on site		<input type="checkbox"/> Trees Identified (heritage, protected, roots)				
<input type="checkbox"/> Land identified as contaminated		<input type="checkbox"/> Less than 30 m from natural watercourse				
<input type="checkbox"/> Known or suspected archaeological or cultural heritage location		<input type="checkbox"/> If disruptions to properties are likely, have affected businesses / residents been notified?				
Description of Excavation / Ground Breaking Activities						
<input type="checkbox"/> Hand digging (500 mm from services)		<input type="checkbox"/> Excavator / Heavy Machinery				
<input type="checkbox"/> Air / Hydro Excavation		<input type="checkbox"/> Working closer than 50 m to Traffic Signals — if Yes, advise Traffic Operations				
<input type="checkbox"/> Working within 4 m of overhead power lines — if Yes, utility owner notification is required		<input type="checkbox"/> Working closer than 2.5 m to a power pole or stay wire — if Yes, utility owner notification is required				
<input type="checkbox"/> Drilling		<input type="checkbox"/> Crossing major utility asset				
Work Activities						
<input type="checkbox"/> Underground service plans on site		<input type="checkbox"/> Are underground services locations understood				
<input type="checkbox"/> Services located by electronic locating device		<input type="checkbox"/> Underground services marked out				
<input type="checkbox"/> Outline of excavation marked out on the ground		<input type="checkbox"/> Pipework protected and methodology in place for is safe				
<input type="checkbox"/> Gas detector in use where applicable (anything present that may displace oxygen, e.g. exhaust fumes, contaminated soil etc)						
Nature of Excavation / Trench				Yes	No	NA
Digging and excavating required shallower than 1.5 m				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digging and excavating required deeper than 1.5 m				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WorkSafe New Zealand notified				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benching/shoring/shields required				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection from falls required				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection from falling objects				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical plant closer than 1 m to the edge				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spoil closer than 1 m to the edge				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent buildings/structures				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Isolation when unattended				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a Permit to Work (PTW) required? Note: Confined Space, Working at Heights permits may be relevant				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Energy Isolation – Permit Issuer ticks the isolation checks below when satisfied that the isolation is in place. Note: An isolation permit may be required						
Service Type	Location	How Isolated?	How Identified?	OK		
High-voltage electrical cables				<input type="checkbox"/>		
Low-voltage electrical cables				<input type="checkbox"/>		
Pipelines (Biogas / gas / fuel)				<input type="checkbox"/>		
Pipelines (water, waste)				<input type="checkbox"/>		
Telecommunications (including fibre optic)				<input type="checkbox"/>		

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Do any job steps require excavations 150 mm or deeper or involve demolition YES/NO (If Yes complete below)

The Safety Observer must ensure the following is in place before work commences:

- ☐ A safety observer has been assigned to check the excavation face during periods of mechanical digging.
 - ☐ The WorkSafe NZ has been notified if required (if a person is required to work in any excavation more than 1.5 m deep and having a depth greater than the horizontal width at the top, if a person is required to work with groundcover overhead, or if a person is required to work below a face higher than 5 m with an average slope steeper than a ratio of 1 horizontal to 2 vertical.) ~~Strikethrough if not applicable.~~
 - ☐ Safe access and egress to the excavation is in place (steps, ramps or secure ladders where possible, alternatively a mechanical transportation method)
 - ☐ The underground services drawing has been reviewed and Ground Penetrating Radar (GPR) has been completed.
- Excavation within 500 mm in any direction of a positively identified (visual) underground service must be carried out by hand.

Excavation within 2 m in any direction of an indicatively identified (by drawings or locator) underground service must be carried out by hand.

- ☐ All unattended excavations will be barricaded and lit with warning lights if the area is otherwise unlit or covered securely.
- ☐ Updated drawings provided
- ☐ All underground services have been positively identified.

Permit Certificate – Excavation Sign Off							
Issue date:				Sign:			
Change in hazards (circle)				Yes		No	
If yes JSA will need to be changed and signed off							
Permit Suspension and Revalidation – used when work is suspended and can be revalidated for up to 6 (six) shifts only. Permit Issuer only can revalidate the Permit.							
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Permit Issuer and Permit Receiver: By signing below, we verify that the work described above has been completed.							
Permit Issuer (name):				Permit Receiver (name):			
Signature				Signature			
Date				Date			