Southern Ports

Excavation Permit Form

Section 1: Work Summary

Purpose

This Excavation Permit Form must be completed and approved prior to commencement of excavation works which has potential to cause a hazard to people, or damage to infrastructure or services on Southern Ports land.

Permit Requestor

The *Permit Requestor* is to complete this section. Include machinery to be used, parameters for depth, width and length of excavation, and any other relevant information.

Permit Requestor Name		Contact Number	
Company		Department	
Position in Company		Application Date	
Proposed Start Date		Proposed End Date	
Work Order or Scope		Permit Number	

Works

Port	☐ Albany ☐ Bunbury ☐ Esperance			Location	
Excavation Length		Width		Depth	
Equipment					
Description of Works					

Safe System of Work

The *Permit Requestor* is to submit supporting documents as required.

☐ Job Hazard Analysis ☐ Safe Work Method Statement ☐ Traffic Awareness Plan ☐ Other (specify)

Section 2: Work Preparations

If no is selected for any of these preparations, discuss further with Southern Ports Engineering and Electrical Supervisor.

#	Preparations	Yes	No
1.	When developing the Scope of Work and conducting a Risk Assessment for a structural excavation, it shall be assumed that the structure may contain concealed services.	☐	☐

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2.	Notify the Electrical Supervisor (or their Delegate) 48 hours before work commences to allow for a Site Survey to consider electrical services and isolations.	☐	☐
3.	Is an Electrician required to be present at the time of excavation?	☐	☐
4.	Has a dial before you dig (DBYD) check been completed (attach)	☐	☐
5.	Have cancelled electrical and utility services been checked?	☐	☐
6.	Have workers been made aware of the location of services (drawings)?	☐	☐
7.	Have workers been made aware of the need to immediately stop work and contact Health and Safety team if Asbestos is found or suspected?	☐	☐
8.	Has material and excavation appropriate benching and shoring been implemented (attach design)	☐	☐
9.	Has barricading and signage been put in place	☐	☐
10.	Physical service location identifying process in place such as pot-holing, wanding / GPR is being used	☐	☐
11.	Has the asbestos register (D23/2756) been consulted to identify old underground services?	☐	☐
12.	Before excavating in Port of Esperance, is the excavation in a contaminated area marked in the “Contaminated Fill” layer of Virtual Port, if yes or not sure, contact the site Environmental Team.	☐	☐
13.	Before excavating in Port of Bunbury, confirm whether the work area is identified in Virtual Port as having a contaminated site status of “Contaminated - Restricted Use”. If it is, or you are unsure contact the Site Environmental Team before proceeding.	☐	☐

Site Location The *Permit Requestor* is to attach or provide a sketch below showing the site location for the excavation works.

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Section 3: Site Survey

Site plans, survey information and dial before you dig have been obtained, work location reviewed for proximity and potential impact to services (underground and overhead), including integrity of structures and the competent person for each aspect have noted any controls or notifications required.

Electrical Services

Licenced Electrician/ HVO Name		Date	
Licenced Electrician/ HVO Signature		Time	

Engineering Integrity

I have surveyed the area and considered the impact on the integrity of the structure for the works.

Engineer Name		Date	
Engineer Signature		Time	

Controls

Identify any services or infrastructure specific isolations, protection controls or third-party notifications required below, aspects to take into include consideration Electrical, Structural, Pipelines (Gas, liquid fuel etc), Communications.

Work Area Aspect	Control (attach additional information as required)	Notifications (e.g. Asset Owner)

Section 4: Acknowledgement and Approval

Permit Requestor

I acknowledge the requirements of Southern Ports to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place, that all required permits and licences are in order and understood, and that I will comply with any special conditions in the statement of approval.

Permit Approver

I am satisfied that the contractor information provided to me is sufficient to show that there is a system in place to conduct works in a safe manner. The Permit is approved subject to the conditions below.

Conditions

☒ A copy of this Permit must be kept with the party during the works to be shown to Southern Ports workers on request.
☐

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☐	
☐	

	Name	Position	Signature	Date
Requestor				
Approver				

Section 5: Statement of Completion

Completion I acknowledge the requirements of Southern Ports were carried out according to the Permit. New or changed services as built information has been returned to Southern Ports GIS to updated services maps and Dial before you dig information.

	Name	Position	Signature	Date
Requestor				
Approver				

Comments

A copy of the Permit is controlled by the *Permit Approver*. The original Permit must be kept on site by the *Permit Requestor* and returned to the *Permit Approver* on completion.