

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	
Position in Company		Application Date	
Proposed Start Date		Proposed End Date	
Work Order or Scope		Permit Number	

Works

Port	<input type="checkbox"/> Albany <input type="checkbox"/> Bunbury <input type="checkbox"/> 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

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.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Prior to penetrating structural steel or concrete, a Southern Ports Engineer shall be consulted.	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Work Preparations (continued)

*Preparations
(continued)*

#	Preparations	Yes	No
3.	Notify the Electrical Supervisor (or their Delegate) 48 hours before work commences to allow for a Site Survey to consider electrical services and isolations.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is an Electrician required to be present at the time of excavation?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have cancelled electrical and utility services been checked?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have all staff been made aware of the location of services (drawings)?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Have controls for suspected asbestos containing materials been considered?	<input type="checkbox"/>	<input type="checkbox"/>

Site Location

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

Section 3: Site Survey

Electrical Services

I have surveyed the area for concealed services and considered the need for isolations for the works.

<i>Electrical Supervisor Name</i>		Date	
<i>Electrical Supervisor Signature</i>		Time	

Engineering Integrity

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

<i>Southern Ports Engineer Name</i>		Date	
<i>Southern Ports Engineer Signature</i>		Time	

Section 4: Acknowledgement and Approval

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.

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.

	Name	Position	Signature	Date
Requestor				
Approver				

Conditions

<input checked="" type="checkbox"/> A copy of this Permit must be kept with the party during the works to be shown to Southern Ports workers on demand.
<input checked="" type="checkbox"/> Southern Ports may withdraw this permit at any time if unsafe practices are observed.
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Section 5: Statement of Completion

Completion I acknowledge the requirements of Southern Ports were carried out according to the Permit.

	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.