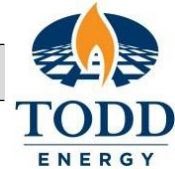


# PTW Safety Checklist No. 34



## EXCAVATIONS AND WORK WITHIN

<b>Other Checklists that may be relevant:</b>		<a href="#">22</a> , <a href="#">24</a> , <a href="#">45</a>
<b>Permit Number:</b>		<b>Date:</b>
Rev 2.0	<b>Issue Date:</b> 13/12/2017	<b>Authorised By:</b> PSM

If the workscope or the size of excavation changes, a new excavation certificate may also be required.

### PRIOR TO PERMIT ISSUE:

- |   |   | Y                        | N | N/A                      |
|---|---|--------------------------|---|--------------------------|
| 1 | Worksafe NZ has been notified at least 24 hours in advance if the activity is 'Notifiable Work' as defined in the <a href="#">WorksafeNZ Good Practice Guidelines Excavation Safety</a> .<br><a href="#">Online notification</a> on the Worksafe NZ website is recommended.<br>Nominate the person who lodged the notifiable work and when:<br>Name _____ | <input type="checkbox"/> |   | <input type="checkbox"/> |
| 2 | The Work is to be supervised by a competent person familiar with the requirements of the <a href="#">WorksafeNZ Good Practice Guidelines Excavation Safety</a> .<br>Name of competent person: _____   | <input type="checkbox"/> |   |                          |
| 3 | Safety arrangements are in place in accordance with Section 7.2 Appendix B of <a href="#">WorksafeNZ Good Practice Guidelines Excavation Safety</a> .   | <input type="checkbox"/> |   | <input type="checkbox"/> |
| 4 | Agreement has been reached with the PI regarding hand digging and / or prodding to positively identify the location of underground services.  | <input type="checkbox"/> |   | <input type="checkbox"/> |
| 5 | If the soil is to be removed from site, discuss the disposal route with PI, Waste Management Procedure ( <a href="#">PRD-ACT03-005</a> ) covers this process.   | <input type="checkbox"/> |   |                          |

### PRIOR TO COMMENCING TASK:

- |   |  |                          |  |                          |
|---|--|--------------------------|--|--------------------------|
| 6 | The Excavation Inspection Register (see attached), has been discussed with the Site Engineer, and correctly filled out prior to any work on or entry into the excavation.                            | <input type="checkbox"/> |  | <input type="checkbox"/> |
| 7 | A CSE permit is required for all excavators over 1.5m deep. Access to the excavation shall be provided as per Section 5.2 of <a href="#">WorksafeNZ Good Practice Guidelines Excavation Safety</a> . | <input type="checkbox"/> |  | <input type="checkbox"/> |
| 8 | Barriers and signs have been erected around appropriate open excavation.   | <input type="checkbox"/> |  |                          |

### DURING THE TASK:

- |   |   |                          |  |  |
|---|---|--------------------------|--|--|
| 9 | Regular examinations are carried out in accordance with Section 7.3 Appendix C of <a href="#">WorksafeNZ Good Practice Guidelines Excavation Safety</a> and records kept. The attached Excavation Inspection Register shall be used for this purpose. | <input type="checkbox"/> |  |  |
|---|---|--------------------------|--|--|

### ON COMPLETION OF THE TASK:

- |    |   |                          |  |                          |
|----|---|--------------------------|--|--------------------------|
| 11 | The underground services drawing has been marked with any changes and returned to the drawing office for updating as necessary. | <input type="checkbox"/> |  | <input type="checkbox"/> |
|----|---|--------------------------|--|--------------------------|

## EXCAVATION INSPECTION REGISTER

LOCATION \_\_\_\_\_ DESCRIPTION \_\_\_\_\_ PICWS\_

COMPANY \_\_\_\_\_ PERMIT No's \_\_\_\_\_

SITE ENGINEER \_\_\_\_\_ KEY: X = Not acceptable, Y = Acceptable, NA = Not applicable

This register is to be filed in daily, before the start of work. It is also to be filled in after any change that could affect the stability of the excavated faces such as heavy rain etc.

Date	Preparation				Soil conditions				Shoring			Access						Sign		Notes					
	WorkSafe NZ Notifications	Competent Personnel	Services clearly marked	No deviation from plan	Surface cracks controlled	Excess water removed	Edges clear of spoil	Battered for stability	Loads away from edges	Timbers secure	Whaler & Strut spacing	Extra protection required	Correct materials & design	Good visibility & lighting	Gas test performed	Sufficient ladders	Ladders secured correctly	Escape routes clear	Fence/Barriers in place		Ramps & platforms OK	Observer required?	PICWS	Site Engineer	