Section 2: Required if digging >1.5m or soil conditions make collapse likely

Only to be completed by someone with the competency to assess ground conditions and associated required controls e.g., trench protection, temporary works requirements.

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| --- |
| **Worksafe Notification:** Do any of the following apply? Work is being done in:* a drive, excavation, or heading and someone is required to work with a ground cover overhead
* an excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical
* a pit, shaft, trench, or other excavation more than 1.5 metres deep and having a depth greater than the horizontal width at the top

Where to notify Worksafe: <https://forms.worksafe.govt.nz/hazardous-work-notification> |
| Section 1 Permit # : | **Yes 🞏** Worksafe NZ notification required 24 hours before work starts | Worksafe Notification date & reference number: |

| **Item** | **Check** | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- | --- |
|  | Have the ground conditions been assessed? |  |  |  |
| What are they? |
|  | Based on the above, have we identified how the trench / excavation is going to be protected from collapse? |  |  |  |
| Note how (e.g., benching, shields etc) |
|  | Has the design been recorded in the Temporary Works Register (where required) |  |  |  |
|  | Do we need to remove water from the trench / excavation? |  |  |  |
|  | If yes, is dewatering equipment in place & working? |  |  |  |
|  | Is there a safe way to get in and out of the excavation? |  |  |  |
|  | Are workers around the trench / excavation protected from falling in? |  |  |  |
|  | Are workers in the trench / excavation protected from things falling onto them? (included suspended loads) |  |  |  |
|  | Is there a potential for the trench / excavation to be a restricted access or confined space?  |  |  |  |
|  | Has a confined space entry permit been issued if required |  |  |  |
| Restricted access – use gas detector in area to monitor atmosphere. STOP and follow confined space entry procedures if it alarms |
|  | If excavation must be left unattended, is it adequately protected to prevent injury or harm to members of the public? |  |  |  |
|  | **Permit issuer (Team Leader):**I confirm that everyone involved in the task understands the controls and communication requirements. I believe it is now safe for work to start.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  |  |  |  |
| Name: |  | Position: |  |

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|  | **Permit receiver (Water Service Worker):**I confirm that everyone involved in the task understands the controls and communication requirements. I believe it is now safe for work to start.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  |  |  |  |
| Name: |  | Position: |  |

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To be filled out every day prior to work commencing and after any potential change in trench stability, including rainfall. If any safety issues are identified, work must stop until appropriate action has been taken and the trench verified as safe.

|  | **Check 1** | **Check 2** | **Check 3** | **Check 4** | **Check 5** |
| --- | --- | --- | --- | --- | --- |
| Yes | No | N/A | Yes | No | N/A | Yes | No | N/A | Yes | No | N/A | Yes | No | N/A |
| **1. General Inspection of Jobsite** |
| Excavations, adjacent areas, and protective systems inspected daily before start of work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Surface obstacles removed or if not possible, supported e.g., posts, poles, trees |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loose rock or soil that could pose a hazard by falling or rolling into the excavation has been removed or made safe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Spoil, materials, and equipment set back minimum required distance from the edge of the excavation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unattended excavations are adequately protected |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2. Utilities** |
| Scanning is being done of the area being excavated |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| All close proximity permits are in place |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Overhead services are protected |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Where services marks may be removed there’s a system in place to maintain information |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3. Edge Protection** |
| Appropriate edge protection of open trenches is in place. e.g., plates, fencing etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4. Means of Access and Egress** |
| Distance to means of entry / exit is no greater than 6m |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ladders or stairs are provided for excavations deeper than 1.5m |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ladders used in excavation are secured and extended at appropriate distance above edge of the trench |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Any entry / exit ramps used have required safe slope (1:4) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employees are protected from excavation collapse when entering or exiting the trench |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5. Wet Conditions** |
| Precautions taken to protect employees from the accumulation of water |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| System in place for water removal equipment to be checked at regular intervals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Surface water or runoff diverted or controlled to prevent accumulation in the trench or discharge of sediment from site |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  | **Check 1** | **Check 2** | **Check 3** | **Check 4** | **Check 5** |
| --- | --- | --- | --- | --- | --- |
| Yes | No | N/A | Yes | No | N/A | Yes | No | N/A | Yes | No | N/A | Yes | No | N/A |
| **6. Hazardous Atmosphere** |
| Atmosphere has been tested and proven safe by a competent gas detector operator |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| System in place for continuous testing to ensure atmosphere remains safe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| If hazardous atmosphere is detected do not enter excavation – secure site |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7. Support Systems** |
| Material and / or equipment for support systems selected based on ground conditions, trench depth, and expected loads |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Materials and equipment used for protective systems inspected and in good condition |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Materials and equipment not in good condition have been clearly removed from service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Appropriate protective systems can be put in place without exposing employees to hazards of cave-ins, collapses, or threat of being struck by materials or equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Excavations below the level of the base of the footing supported, approved by an Engineer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Excavations of material to a level no greater than 600mm below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shield system placed to prevent lateral movement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employees are prohibited from remaining in shield system during vertical movement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| System in place for moving and removal of protective structures meets manufacturers specifications / recommendations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No |
| **Excavation is Safe to Enter** |  |  |  |  |  |  |  |  |  |  |
| **Name of person doing check** |  |  |  |  |  |
| **Check Date** |  |  |  |  |  |
| **Check Time** |  |  |  |  |  |
| **Actions and Remarks:** |