

Excavation permit

AA/JSA/SOP Ref #: Permit #

Company name

Summary of work to be undertaken Detail only the work to which this permit applies

Do other permits apply to this activity? Refer to the job safety analysis form (JSA)

Confined space entry
 Working at height
 Hot work
 Hazardous Energy
 Safety device impairment
 Explosive Atmosphere Area (EEHA)
 Other (specify)

Declaration by permit receiver

<ul style="list-style-type: none"> I am competent to identify and manage the risks connected to this work permit (evidence of training provided) 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> The excavation is within a classified hazardous zone (hazardous zone permit required) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> The excavation meets the criteria of a confined space (confined space permit required) 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> There is a fall risk of 2m or more (work at height permit required) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> The excavation requires working on the road (traffic management plan required) 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> There are resource consent conditions that require implementation (work method statement required) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Underground and overhead services have been identified, marked and control measures documented on JSA 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> The work area is clearly defined with barriers/signs 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Operational and exclusion zones have been designated for heavy machinery, spoil piles etc. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Stability of nearby buildings or structures may be affected by excavation (work method statement required) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> An appropriate means of benching or shoring will be used 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> WorkSafe Notification logged for underground work, OR in an excavation over 5m deep and steeper than a 1:2 slope, OR in an excavation deeper than 1.5m where the depth is more than the width at the top 	<input type="checkbox"/> Yes <input type="checkbox"/> No

Excavation - emergency response plan

In the event of an emergency, document or attach detailed description of how rescue is going to be performed, including the individual steps that will need to be undertaken:

Work activity raw risk score:
Refer to JSA

Residual risk score:
Refer to JSA

Verified risk score: Verified on site by the permit receiver

Networks/Transmission permission	Duty engineer (name)	Date	Time
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Permit issuer validation

I certify that I have reviewed the proposed work described on the Permit to Work documents and the JSA.

The Permit to Work is allowed:

from:	DD / MM / YYYY
until:	DD / MM / YYYY
Name	PI cannot be same person as PR.
Signature	<input type="text"/>
	DD/MM/YYYY Date

Permit receiver validation

I certify that I am aware of the planned work and the controls detailed on this permit and the JSA. I will ensure that work only proceeds when the conditions set out are met. I will ensure that others working under it understand and abide by the conditions.

Name	PR cannot be same person as PI.
Signature	<input type="text"/>
	DD/MM/YYYY Date

Permit Suspension (PS) and Permit Revalidation (PRv):
The permit must be suspended at the end of each working day OR handover of shift; OR following an emergency; OR at the discretion of the PI and PR. The PTW MUST be revalidated prior to work recommencing.

Date	PS (✓)	PI (initial)	PR (initial)	PRv (✓)	PI (initial)	PR (initial)
DD/MM						
DD/MM						
DD/MM						
DD/MM						
DD/MM						

Permit issuer

I confirm this permit is now cancelled.

Name	PI cannot be same person as PR.
Signature	<input type="text"/>
	DD / MM / YYYY Date

Permit receiver

I confirm that work under this permit is concluded, and the worksite is left in a safe and tidy state.

Name	PR cannot be same person as PI.
Signature	<input type="text"/>
	DD / MM / YYYY Date