



PTW CHECKLIST - NO. 34		Title: Excavations and Work Within	
Owner: Capability Coordinator			
Approver: Capability Coordinator		Max Validity Period: 5 yrs	
Permit No.:		Date:	
Latest Rev	Date	Details	Authorised By
4.0	Jan 2016	Full revision	S Elliott
4.1	July 2017	Updated to align with new WorkSafe NZ Good Practice Guidelines Excavation Safety.	M Birdsall
4.2	Oct 2017	Step 4 added mandating use of detection services and MOC when excavation work scope or location changes.	S Elliott

Other Checklists That May Be Relevant: [22](#), [24](#), [45](#)

NOTE: If the work scope or size of excavation changes a new excavation certificate may also be required.

PRIOR TO PERMIT ISSUE:

Tick when done		
Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. WorkSafe NZ has been notified at least 24 hours in advance if the activity is "Notifiable Work" as defined in the [WorkSafe NZ Good Practice Guidelines Excavation Safety](#).

[Online notification](#) on the WorkSafe NZ website is recommended. Nominate the person who lodged the notifiable work and when.

Name: _____

2. The work is to be supervised by a competent person familiar with the requirements of the [WorkSafe NZ Good Practice Guidelines Excavation Safety](#). Name of competent person: _____
3. Safety arrangements are in place in accordance with Section 7.2 Appendix B of [Good Practice Guidelines Excavation Safety](#).
4. The excavation area shall be marked on the appropriate underground services drawing. Detection services shall verify the location of the underground services including pipes, cables and utilities, annotate the drawing with any changes and sign the drawing as correct.

Note: Any subsequent change in the location or size of the excavation will require this step to be repeated and the results reviewed and signed off by Shell engineering.

5. Agreement has been reached with the PI regarding hand digging or prodding to positively identify the location of underground services.
6. If the soil is to be removed from site, discuss the disposal route with PI. Waste Management Procedure ([PRD-ACT03-005](#)) covers this process.

PRIOR TO COMMENCING TASK:

- 7 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.
- 8 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 [Good Practice Guidelines Excavation Safety](#).
- 9 Barriers and signs have been erected around open excavations.

DURING THE TASK:

- 10 Regular examinations are carried out in accordance with Section 7.3 Appendix C of [Good Practice Guidelines Excavation Safety](#) and records kept. The attached Excavation Inspection Register shall be used for this purpose.

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.



EXCAVATION INSPECTION REGISTER

LOCATION _____ DESCRIPTION _____
 PICWS _____ COMPANY _____ PERMIT No's _____

Shell 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