

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 36 – Excavation & Break In

1. PURPOSE

This procedure describes requirements to ensure activities involving breaking into ground (i.e. excavation, walls, ceilings, floors) or other concealed spaces on company controlled premises are performed in a safe and controlled manner.

The requirements of this procedure are in addition to, and do not replace requirements to obtain a Permit to Work where required.

2. MANDATORY REQUIREMENTS

1. A Permit to Work and an Excavation / Break In Authority shall be obtained prior to any operation which disturbs the ground beyond a depth of 150 mm or involves penetration of walls, floors, ceilings or other sealed surfaces which could conceal services or provide structural support.
2. The relevant authorities shall be contacted and notified prior to any penetration of ground i.e. Sydney Water, Energy Australia.
3. Prior to issuing an Excavation / Break In Authority, the nominated Responsible Person and Contractor shall:
 - inspect the proposed work area,
 - refer to records of the location of concealed cables, pipelines and other services adjacent to the work area,
 - where the exact location of cables, pipelines and other services is not known, check their location using meters or other means i.e. Dial Before You Dig 1100 phone number,
 - ensure that the scope of the work authorised, including any limitations, the equipment authorised for use, the agreed precautions and the name(s) of the people authorised to do the work are recorded on the Excavation / Break In Authority.
 - ensure isolation of services during excavation (or if not practical, location of isolation valves, switch etc to permit quick shut-off); and
 - ensure arrangements can be made for a high level of vigilance during excavation by operator and observer to allow detection of marker tape or sand layer.
4. Whenever concealed services are known or suspected to exist, but the exact location of those services is not known, the initial scope of work shall be restricted to preliminary Excavation / Break In and additional precautions to apply for the preliminary Excavation / Break In shall be recorded on the Excavation / Break In Authority.

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5. Concrete saws shall not be used for preliminary Excavation / Break In under any circumstances.
6. All cables, pipelines and services exposed by preliminary Excavation / Break In shall be inspected by a competent person before relaxation of the additional specified precautions.
7. Any excavation within 2 metres of a transformer, substation or switch room shall be performed using hand tools, except to break existing sealed surfaces.
8. Where an Excavation / Break In may encounter hazardous substances, suitable arrangements shall be specified to prevent unacceptable exposure to personnel.
9. Where work involves excavations which exceed 1.5 metres in depth, the Excavation / Break In Authority shall specify any requirements for shoring and/or battering of the spoil in accordance with applicable regulations and or codes of practice.
10. Excavations which exceed 1 metre in depth shall be supervised and inspected by a suitably experienced and trained person, identified on the Excavation / Break In Authority.
11. Where required, excavations shall be registered in accordance with local legislative requirements.
12. Prior to accepting an Excavation / Break In Authority, the recipient shall read and agree the identified hazards and precautions and shall register acceptance by signing the associated Permit to Work.
13. The Excavation / Break In Authority shall be kept on the job at all times while work is proceeding and a record (copy) of the certificate shall be retained with the office copy of the associated Permit to Work.
14. OHS&R training records and records of completed Permit to Work and Excavation / Break In Authorities shall be retained indefinitely.
15. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure that the requirements of this procedure are complied with.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

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5. FORMS

A. EXCAVATION / BREAK IN AUTHORITY FORM

UNCONTROLLED DOCUMENT