

Trenching or Excavation Location:		Job Number:	
Address (If applicable):			
Purpose of excavation:			
Dimensions of excavation:		Excavation method	
		Mechanical <input type="checkbox"/> Vacuum truck <input type="checkbox"/> By hand <input type="checkbox"/>	
Job Supervisor: Please print name		Signature:	

Instructions

Complete JHA prior to commencing trenching or excavation works and any other permits to be attached

Are the following items	Required	Signature	Are the following items	Required	Signature
Dial Before You Dig	Yes <input type="checkbox"/> No <input type="checkbox"/>		Personal Protective Equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are all Isolation Points identified	Yes <input type="checkbox"/> No <input type="checkbox"/>		Emergency Response Procedures	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Locks & tags fitted to Isolation	Yes <input type="checkbox"/> No <input type="checkbox"/>		Barricades and signage	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Confined Space Entry	Yes <input type="checkbox"/> No <input type="checkbox"/>		Confined Space Entry permit	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trenching / Excavation plans	Yes <input type="checkbox"/> No <input type="checkbox"/>		Trenching / Excavation permit	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is Hot Work required?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Has Hot Work Permit been obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Unsafe atmosphere monitoring	Yes <input type="checkbox"/> No <input type="checkbox"/>		Communication Equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Rescue Equipment	Required	Signature	Rescue Equipment	Required	Signature
Self-contained breathing apparatus	Yes <input type="checkbox"/> No <input type="checkbox"/>		Intrinsically Safe Equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Tripod	Yes <input type="checkbox"/> No <input type="checkbox"/>		Harness / Lifeline	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Winch	Yes <input type="checkbox"/> No <input type="checkbox"/>		Fire Extinguisher/s	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Davit Arm	Yes <input type="checkbox"/> No <input type="checkbox"/>		First Aid Kit / Equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>	



Emergency Procedures:
To be defined in the JHA after discussion with all workers and prior to commencing trenching or excavation work.

Authority to Enter:
The JHA has been completed. All required precautions for the safe entry & carrying out of the tasks have been implemented.

This written authority is valid until (or if the scope of work changes).	Date:		Time:	

This Permit authorised by: Please print name		Signature:	

Continuous monitoring of the atmosphere is to be undertaken if trench or excavation is a designated confined space.

All personnel within the confined space will exit upon alarm activation.

Entry & Exit Record
Trench or excavation entrants must sign & acknowledge the time they entered & exited the trench or excavation.

Person's name and signature	Time in	Time Out	Person's name and signature	Time in	Time Out

Standby Person/s Start & Finish Record	Start	Finish	Standby Person/s Start & Finish Record	Start	Finish

Site Reinstatement / Permit Close Out

All work associated with this trench or excavation has been completed or made safe (fencing, signage, covers). Confirm all confined space entrants have exited the confined space & have been accounted for where required. All isolations and other precautions can now be removed & the confined space returned to normal operation.

This permit is closed out by Please print name		Date	

This permit is closed out by Signature		Time	

