

EXCAVATION PERMIT

1. Job Information

Job Title			
Work Description			
Work Location		Department / Area	
Equipment / Asset			
Planned Start Date & Time		Planned Finish Date & Time	

2. Personnel Involved

Role	Name	Signature
Requestor		
Super visor		
Permit Issuer		
Safety Representative		

3. Risk Assessment

☐ Risk Assessment Completed

☐ Toolbox Talk Conducted

☐ Work Area Reviewed

Comments:

4. Permit-Specific Safety Checklist (Excavation)

☐ Underground utilities located, scanned, and clearly marked

☐ Hard barricades, warning signs, and hazard lighting deployed

☐ Trench shoring, benching, or battering properly installed

☐ Adjacent structures or foundations assessed and stabilized

☐ Spoil piles and heavy equipment kept at least 1m/3ft from edge

☐ Atmospheric testing conducted (if depth > 1.2m/4ft)

☐ Safe access and egress (e.g., ladders) provided every 7.5m/25ft

☐ Traffic control/spotters established for heavy machinery

5. Required PPE

☐ Safety Helmet / Hard Hat

☐ Safety Glasses / Goggles

☐ Heavy-Duty Work Gloves

☐ High-Visibility Vest / Clothing

☐ Protective Footwear (Steel-toed)

☐ Hearing Protection (Machinery)

6. Additional Notes

Supervisor instructions, restrictions, or special precautions

7. Work Completion

- ☐ Work completed ☐ Area cleaned ☐ Equipment returned to safe condition
- ☐ Temporary controls removed ☐ Area handed back

8. Authorization

Role	Name	Signature	Date
Permit Issuer			
Super visor			
Safety Representative			