



# MINOR GROUND DISTURBANCE CHECKLIST

EVERYONE HAS THE AUTHORITY AND OBLIGATION TO STOP UNSAFE WORK **VALID ONLY ON DATE OF ISSUE**



**THIS CHECKLIST DOES NOT AUTHORISE ANY WORK, AUTHORISATION IS VIA A WPCG WORK CLEARANCE FORM FOR THE JOB # BELOW**



This form **CANNOT** be used for all types of Ground Disturbance. Work which requires a Work Permit includes:

- Excavations  $\geq$  1.2m deep other than drilling, boring and coring
- Underground horizontal directional drilling and boring
- Use of petrol driven concrete cutters in hazardous areas

**All sections must be completed. Additional WPCG Checklists may be required if the work involves Minor Work at Height or Minor Hot Work.**

Full name

Date

Job number

## GENERAL REQUIREMENTS FOR ALL GROUND DISTURBANCE

Typical services to consider in visual inspections include:

- Electrical power and mains gas to or through the site
- Liquid fuel (petrol, diesel) storage and lines (PVC, fibreglass or steel). LPG storage and lines (steel)
- Water pipework and sewer lines
- Air lines
- Third party telecommunications cables (e.g. Telstra) to, or through, the site; communication lines—between Automatic Tank Gauging (ATG) and the console; or between pumps and point of sale (POS) console

Tick  **EVERY control below to confirm it is in place or completed for all ground disturbance work**

There will be no excavations 1.2m deep or greater (other than drilling, boring or coring)

Site specific drawing/s have been requested. If available, they have been reviewed for known underground services and lines

Visual inspection of the work area for any other signs or indications of unidentified services, any visible modification to the concrete or metal plaques bolted to the concrete indicating the location of ATG or other services in the area

## SERVICE IDENTIFICATION

**ONE of the following MUST be in place.**

Tick  **ONE to confirm which control is in place or completed**

The task involves removal of soil with hand tools or Non Destructive Digging (NDD)

The task is to relocate masonry anchors within 50mm of existing location to depth no greater than 130mm and diameter drill bit not greater than 22mm

Underground service detection scanning has been performed by a competent person and checked or added to the drawing. The underground service locator has marked out all known services in the work area on the ground surface, and

No Ground Disturbance will occur external to the shop or office without Dial Before You Dig (DBYD) obtained and checked

## ISOLATION OF SERVICES

Will works other than hand digging or NDD be carried out within 500mm, in any direction, of identified services or lines, or where the depth of the service/line is unknown?

No  Yes

Tick  **the following control to confirm it will be in place**

All services or lines within 500mm, in any direction or where the depth of the service/line is unknown, will be isolated prior to work in accordance with the WPCG member company standards for isolation.

## CONCRETE OR BITUMEN CUTTING

Will concrete or bitumen cutting be conducted?

Where access allows, concrete cutting equipment shall be 'walk behind' type

No  Yes

Tick  **EVERY control below to confirm it will be in place**

Depth of concrete has been proven, test hole/s with a diameter drill bit not greater than 12mm will be drilled into the concrete to confirm depth prior to cutting

Saw depth is set at least 10mm less than the expected concrete thickness (e.g. 90mm depth set for 100mm thickness)

Only wet cutting will be conducted, the runoff contained, and electrical hazards prevented from contacting the water

A fire/traffic watch must be on site while cutting is taking place

Mechanical lifting of concrete or bitumen will only occur once it is cut

## VERTICAL BORING, DRILLING OR CORING

Will vertical boring, drilling or coring of soil or concrete be conducted?

No  Yes

Tick  **EVERY control below to confirm it will be in place**

Concrete coring will only occur to the depth of the concrete

Only wet coring of concrete will be conducted, the runoff contained, and electrical hazards prevented from contacting the water

Prior to mechanical drilling, NDD methods (air or water) will be used to clear the borehole of underground services. Hand auger should only be used by exception