



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
- 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 to or through the site
- Mains gas supply 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

No work (other than hand digging or NDD) shall be carried out within 500mm, in any direction, of live services, lines or underground tanks, or where the depth is unknown

Visual inspection of the work area for any other signs or indications of unidentified services

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 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 12mm

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?

No Yes

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

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

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

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

Breaking out concrete over any service line/s will be conducted using hand tools only

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

SOIL BORING, DRILLING OR CORING

Will boring of soil be conducted?

No Yes

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

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