

WPCG Electronic Ground Disturbance Certificate

1. Click 🕂 Add next to Ground Disturbance Certificate. This will open the Ground Disturbance Certificate.

WORK CONTIONS				· · · ·
Certificates/safety plans	Hot Work Certificate	Work at Heights Certificate	Confined Space Entry Certificate	
required ?	Ground Distrubance Certificate + Add	Atmospheric Testing & Monitoring		

2. Complete the Ground Disturbance Details section

Ground Disturbance Details		Collapse All	C+ Close	R Save Draft	R Validate Form
Ground Disturbance location:	Car parking area to the left of Main Rd entrance.				
Specifc ground disturbance activities:	Cut and break out concrete. Excavate hole in preparation to install Spel tank.				
Tools and equipment permitted:	Petrol Demo saw, electric jack hammer, RCD, wet vac, excavator				
Size of the ground disturbance	Maximum depth: 4m Area/size:	5m x 3m			

Ground Disturbance Location is the area on the site that the Ground Disturbance works are being undertaken, not the site details

Specific Ground Disturbance Activities are the activities that are only related to the Ground Disturbance part of the scope.

Tools and equipment permitted only include tools or equipment that are related to the Ground Disturbance part of the scope.

Size of the ground disturbance includes both depth and total area or size of excavation

3. Complete the **Site Conditions** section. Selecting all applicable and attaching the reference documents.

Site Conditions - clearly define mitigation where ap	plicable					*
✓ Site specifc drawings obtained	Yes No	Ву:	John English		Reference #	Max characters : 18
		Attachments Ø				
✓ Underground services detection completed	Yes No	By:	iFound PTY LTD		Reference #	PH0003
		Attachments Ø	iFound Pty Ltd Service Lo	ocation Report.docx 1)	
✓ DBYD drawings obtained	Yes No	By:	John English		Reference #	18189041
		Attachments Ø	Potts Hill DBYD.PDF 🎁			
✓ Electric/high voltage cables	Yes No	Electrical cables identifie	ed and marked in northwes	t corner of the excave	ation (see service location rep	port). All electrical cables to be isolated
		and positively proved. He	o consists satisfy within t	of lachanca s		à
X Communication/instrument cables	Yes No					
X Pipework (e.g. water, gas, product)	Yes No					
✓ Area barricaded and area restricted	Yes No	Specify:		Temporary fencing	and water filled barricading t	o be used to secure the excavation area.
						4
X Overhead electrical lines and infrastructure are identified	Yes No					
✓ Soil Type identified	Yes No	Туре:	Clay			
✓ Water Table identified	Yes No	Туре:	5 metres			

4. Work through the **General Controls** section. All items must be considered and marked either Yes/No.

General Controls					~
Excavation area clearly marked	Yes No	X Area lighting required when dark	Yes No	X Exposed underground piping and cabling to be supported	Yes No
✓ Hand digging/non-destructive digging within 500mm of underground services	Yes No	X Groundwater extraction system	Yes No	✓ Dust suppression system	Yes No
X Structural or building support required	Yes No	✔ Designated fill lay down area	Yes No	X Mechanical ventilation	Yes No



5. Work through the Excavation Controls section, providing further information and the reference documents

Excavation Controls						~
✓ Collapse Prevention required for excav greater	vation 1.2m or	Yes n/a	Battering at 1:1 to be maintained to a depth	of 2.5m		
						8
Is collapse prevention from loads at ex	cavation required	Yes n/a	No machinery with 2m of the edge of the ho	le		Å
 Subject matter expert on soil stability a engaged and excavation plan developed 	and controls is	Yes n/a	✓ Is excavation plan attached ?	Yes No	Attachments Ø	PH Excavation Plan.pdf 🎁
X Have any environmental soil assessme	ents been reviewed	Yes n/a				
X Will excavation be in a confined space	-	Yes No				
X Contaminated soil to be excavated ?		Yes No				
Access/egress method and location 9						
Persons:	Persons to enter the ex	xcavation via l	adder at either end of the excavation			
Machinery:	No machinery to enter	the excavation	n.			
✔ Standby/spotter in attendance ?		Yes No	Standby/Spotter(s) Name:	Simon Spot		
✓ Is this excavation 1.2m or greater in de	pth ?	Yes No	The excavations shall be inspected by the	e appointed competent person in acco	rdance with Safe Work Au	stralia Excavation Work Code of Practice
			Appointed Competent Person:	Joe Bloggs]
			Inspection Frequency:	Each morning before work commences	5	

Tip - Access/egress method and location is used to describe how persons and/or machinery will enter the excavation if required.

6. The additional precautions section should be used to document additional controls and/or to expand on the controls in the **Excavation Controls** above.

Additional Precautions, PPE & Controls	~
Describe any additional precautions, PPE and controls to be implemented	
Concrete slurry to be controlled. No slurry to enter stormwater or other drains on site Dust mask to be worn during concrete cutting Hearing protection to be warn inside exclusion zone during concrete cutting Concrete to be disposed of per EPA requirements. No soil to be removed from site without testing Temporary exclusion zone set up around excavation area to protect workers from exposed edge	6

7. Once the certificate has been completed, click on Validate Form. This will identify any errors in the form.



If there are errors, it will show a dialogue box with the items that need to be updated. Fix the errors then select Validate Form again



If there are no errors, the following dialogue box will appear. Click Proceed

Confirm Action
This action will Validate Certificate and status will be changed to VALIDATED. Do you want to proceed?
Cancel Proceed

The Certificate status will be updated to Validated

8. Click **Close** and the database will take you back to the Permit

