Issued: 11th April 2018



Carrying out an Excavation? Is a 'Permit to Excavate' needed? The short answer is Yes!

What is an 'Excavation'?

On Teesside Works, excavation work covers <u>ANY</u> disturbance of the ground, surface removal, compaction, indentation or penetration by:

- Boring
- Channelling
- Clawing
- Rolling
- Digging
- Pile-driving
- Dozing
- Disc cutting



- Grading
- Rotovating
- Drilling
- Levelling
- Post-driving
- Pulling out tree roots
- Scraping
- Shovelling, etc.

It applies to work using: hand tools, power tools, mobile tools, mobile machinery & equipment.

What are the 'Dangers'?

There are various services buried beneath the ground at depths ranging from a few centimetres to many metres, these include:



Electrical cables (up to 66,000 Volts)
Data & Communication cables
Gas mains
Oil lines

- Water mains
- Water courses
- Sewers
- Drains

Issued by: Business EC&I Manager Ref: TBT029

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Are there any exemptions?

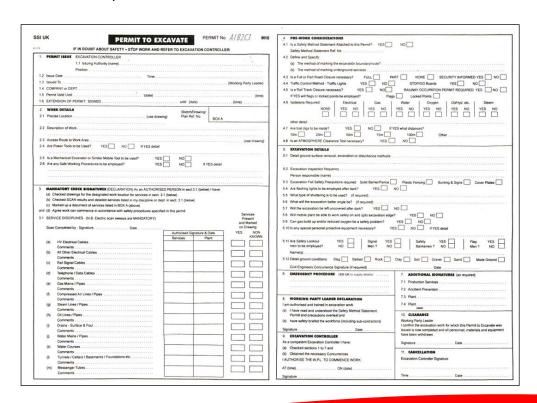
Yes but only:

• **PLANING OF EXISTING TARMAC AND CONCRETE ROADWAYS** for surface overlay and pothole repairs to a maximum depth of 200 mm. (This does not include road verges).

Note - Scraping or shovelling on an engineered surface such as tarmac or concrete does not disturb the ground surface so therefore <u>DOES NOT</u> require a Permit to Excavate.

What is needed?

The control measures for ensuring excavations are carried out safely on the STSC site are described in procedure MS 6.20.1 'MANAGEMENT OF EXCAVATIONS'. If the task you are planning or being asked to carry out requires any of the above, a 'Permit to Excavate' will need to be in force. These permits are issued by the SITE EXCAVATION CONTROLLERS who will organise and carry out a ground search and ground scans of the area to ensure that it is safe to proceed.



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This document (together with one or more drawings and/or maps) is designed to highlight any known services within the area. They gives detail as to what the boundaries of the excavation area are, may state what depth you can go down to and stipulates what control measures need to be put in place <u>BEFORE WORK CAN START</u>.

The permit will also give details of the ground conditions, list any isolations that will be required before work can start, specify any Safety Lookout personnel required and detail any fall protection required.

The permit will specify the <u>SAFE WORKING PROCEDURE</u> or <u>SAFETY METHOD STATEMENTS</u> that cover the task and list all emergency procedures that may need to be followed.

The Site Excavation Controller will go through the contents of the permit with the <u>WORKING PARTY LEADER</u>, who is responsible for briefing the workforce (including any sub-contractors) prior to work commencing. The Site Excavation Controller will also make periodic visits to the excavation area while the task is being carried out and check that all personnel, materials and equipment have been removed and the area is safe before cancelling it.



Always:

- ☑ Contact the Site Excavation Controllers prior to carrying out a excavation.
- Work within the limits and boundaries as set out in the Excavation Permit.
- ☑ STOP work if you locate any cable, pipe or duct you were not expecting to find and contact the Site Excavation Controller.
- ☑ Consider any exposed service to be <u>LIVE</u> and <u>DANGEROUS</u> until proven otherwise:
 - ⚠ Any unknown cable should always be considered to be Live and at high voltage.
 - Any pipes should be presumed to contain pressurised flammable gas or liquids.
- ☑ Ensure that the site is left in a safe condition at the end of each working shift.

Do Not:

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- Use any tools, plant or machinery not authorised on the permit.
- Remove or modify any fence or safety barrier to gain access to the work area unless it is stipulated in the Excavation Permit. All fences or other safety barriers <u>MUST</u> be re-instated before the permit is cleared and cancelled.
- Use mechanical excavators, digging machines and cutting machines with power tools within 2-metres of a known high voltage cable location, such as a cable reservation, without the approval of the Power Distribution Department.
- Make any assumptions about the location of any service; get the Site Excavation Controller to locate it as accurately as possible.
- Continue working if the conditions change dramatically an increase in ground water can affect the stability of the excavation.



<u>REMEMBER</u> – IF YOU HAVE ANY DOUBT AS TO WHETHER THE WORK REQUIRES AN EXCAVATION PERMIT, DO NOT START UNTIL YOU HAVE HAD CLARIFICATION FROM A SITE EXCAVATION CONTROLLER!

Site Excavation Controller's Contact Details -

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