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| Description: USY_MB1_RGB_Standard_Logo.tif |  | **Campus Infrastructure & Services** |

**CIS STANDARD – PERMIT-TO-DIG FORM (CIS-ENG-F003)**

This permit applies for all excavation and ground penetration works to a depth greater than 150mm.

This permit must be submitted at least 15 working days prior to the proposed commencement of the excavation.

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| --- |
| **PART A - PROJECT DETAILS** |
| **Type of Works (tick one)** | **🞏 Project** | **🞏 Planned Maintenance** | **🞏 Emergency** |
| **Project Name and Location** |  |
| **Description of Works (Proposed Service/Size)** |  |
| **Details of Ground Excavation (Length/Width/Depth)** |  |
| **Excavation Works Programme** | **Start date: End date:** |
| **Head Contractor’s Supervisor**  | **Name: Company:****Mobile: Email:** |
| **Sub Contractor’s Supervisor** | **Name: Company:****Mobile: Email:** |
| **University Representative/ Project Manager** | **Name: Company:****Mobile: Email:** |
| **PART B – EXISTING ASSET INVESTIGATION BY CONTRACTOR** |
| Asset investigations must be conducted before any excavation and/or ground penetration works to identify existing underground assets and services, potential risks and site control measures required for the excavation works. |
| 1. **Underground Assets Location Checklist - Authority Owned Utilities (Dial Before You Dig Search)**
 |
| **Utility (include details of owner)** | **Current DBYD plans received & attached (issue date < 30 days)** | **DBYD plans indicate assets in vicinity**  | **DBYD plans indicate easement in vicinity** | **Assets verified on site by services locating and visibly marking on ground** | **Asset owner requires pot holing due to proximity of works to existing infrastructure** | **Asset owner requires on site presence during excavation works**  |
| **Electricity** (e.g. Ausgrid) | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Gas** (e.g. Jemena, AGL) | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Water** (e.g. Sydney Water, Council) | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Sewer** (e.g. Sydney Water, Council) | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Stormwater** (e.g. Sydney Water) | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Communications** (e.g. Telstra, Optus) | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Traffic Signals** (e.g. RMS/Council) | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Street Lighting** (RMS/Council) | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Other** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| 1. **Underground Assets Location Checklist – University of Sydney-Owned Utilities**

This information must be obtained by contractor from the CIS Information Manager. |
| **Utility**  | **Current University utility plans received and attached** | **University plans indicate assets in vicinity** | **Assets verified on site by services locating and visibly marking on ground** | **University requires pot holing due to proximity of works to existing infrastructure (1)** | **University requires on site presence during excavation works (1)** |
| **Electricity**  | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Gas** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Water**  | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Sewer**  | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Stormwater Drainage**  | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Communications**  | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Street Lighting**  | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Irrigation** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Decommissioned Services** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Other** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** | **🞏 Yes****🞏 No** |
| **Note 1:** Details of when the University requires these actions is determined by the type of asset and available clearances, in strict accordance with **Table B of the WorkCover Work Near Underground Assets Guide 2007 (See Attachment 1 to this Form)** |
| 1. **Other Assets in Vicinity**
 |
| **Trees and Tree Roots** | **🞏 Yes****🞏 No** | **Adjacent Buildings and Structures** | **🞏 Yes****🞏 No** | **Overhead Powerlines** | **🞏 Yes****🞏 No** |
| **Chemical Stores** | **🞏 Yes****🞏 No** | **Petroleum Services** | **🞏 Yes****🞏 No** | **Above/underground Storage Tanks** | **🞏 Yes****🞏 No** |
|  | **🞏 Yes****🞏 No** |  | **🞏 Yes****🞏 No** |  | **🞏 Yes****🞏 No** |
| **PART C – POTENTIAL WORKS HAZARDS (other than those listed in Part B)** |
| The following additional hazards have been identified for the proposed works and incorporated into the excavation works plan |
| **Slips, Trips and Falls** | **🞏 Yes****🞏 No** | **Excavation Collapse** | **🞏 Yes****🞏 No** | **Traffic** | **🞏 Yes****🞏 No** |
| **Difficult Excavation Access and Egress** | **🞏 Yes****🞏 No** | **Vibration** | **🞏 Yes****🞏 No** | **Pedestrian Control** | **🞏 Yes****🞏 No** |
| **Manual Handling** | **🞏 Yes****🞏 No** | **Soil Contaminants** | **🞏 Yes****🞏 No** | **Excavation Flooding** | **🞏 Yes****🞏 No** |
| **Heavy Machinery** | **🞏 Yes****🞏 No** | **Airborne Contaminants** | **🞏 Yes****🞏 No** | **Hot Works** | **🞏 Yes****🞏 No** |
| **Unauthorised Access to Excavation Site** | **🞏 Yes****🞏 No** | **Noise** | **🞏 Yes****🞏 No** | **Accumulation of Dangerous Gases in Excavation** | **🞏 Yes****🞏 No** |
| **Confined Space** | **🞏 Yes****🞏 No** |  | **🞏 Yes****🞏 No** |  | **🞏 Yes****🞏 No** |
|  |  |  |  |  |  |
| **PART D – SITE CONTROLS REQUIRED BY CONTRACTOR** |
| The following site controls are required for the excavation works plan to avoid/mitigate hazards identified in Parts B and C. |
| **Are all directives of asset owners been complied with?** (This includes but is not limited to any site survey requirements prior to excavation and on site supervision during all excavation works) | **🞏 Yes****🞏 No** |
| **Is a traffic/pedestrian control plan developed by an RMS-accredited person required?**(If yes, a traffic/pedestrian management plan needs to be submitted with this permit) | **🞏 Yes****🞏 No** |
| **Are services isolations required for the excavation works?**(If yes, a services isolation plan needs to be submitted indicating services affected, proposed outage period and controls to be adopted during outage) | **🞏 Yes****🞏 No** |
| **Are adequate controls in place for powered excavation works in accordance with the Table B of the WorkCover Work Near Underground Assets Guide 2007 (See Attachment 1 to this Form)?**(This includes incorporation of adequate clearances, no go zones and controls such as pot holing and spotters, into the excavation works plan) | **🞏 Yes****🞏 No** |
| **Are all persons appropriately trained and competent to perform their task?**(This includes site specific inductions and information relating to the visible ground markings of existing underground services in the vicinity of the excavation together with the controls and clearances required for powered excavation works) | **🞏 Yes****🞏 No** |
| **Are barricades, fencing, road plates, signage proposed to prevent unauthorised access to the excavation site and to protect persons working in the vicinity of the excavation?**(If yes, a fencing, hoarding and signage plan must be submitted) | **🞏 Yes****🞏 No** |
|  |
| **PART E – SURFACE REINSTATEMENT AND BACKFILLING (also refer to CIS Excavation Standard)** |
| The following items must be incorporated into a surface reinstatement and backfilling plan. |
| **Existing surfaces affected by excavation shown on plan** | **🞏 Yes****🞏 No** |
| **Designated safe stockpiling areas for excavated materials** | **🞏 Yes****🞏 No** |
| **Confirmation of proposed end-use of excavated material**  | **🞏 Yes****🞏 No** |
| **All existing services discovered during excavation works must be surveyed and documented prior to backfilling in as accordance with AS/NZS 5488 to Quality Level A and included in work as executed drawings.** | **🞏 Yes****🞏 No** |
| **New services installed during excavation works must be documented prior to backfilling in accordance with AS/NZS 5488 Quality Level A and included in work as executed drawings**  | **🞏 Yes****🞏 No** |
| **Full details of all backfilling materials together with compaction details in compliance with CIS Excavation Standards.** | **🞏 Yes****🞏 No** |
| **Full details of surface reinstatement provided, including details of the contractor performing the works, proposed materials, finishes and plans indicating the extent of the resurfacing.**  | **🞏 Yes****🞏 No** |
|  |
| **PART F – ATTACHED DOCUMENTS** |
| The following documents must be submitted with this Permit for Ground Excavation/Penetration. **WARNING!** The Permit will not be processed without these documents being attached. |
| **Consolidated, coordinated construction plans showing proposed works including location of existing underground assets, surfaces affected, stockpile areas, backfilling specifications and extent of surface reinstatement details.** | **🞏 Yes****🞏 No**  |
| **Risk assessments, Safe work Method Statements (SWMS) and Safety Management Plans addressing the hazards identified in Parts B & C and the site controls required under Part D** | **🞏 Yes****🞏 No**  |
| **Evidence that the contractor responsible for the works has $20 million Public Liability Insurance Certificate?** | **🞏 Yes****🞏 No**  |
| **Evidence that the contractor responsible for the works has adequate Workers Compensation Insurance?** | **🞏 Yes****🞏 No**  |
| **Surface Backfilling and Reinstatement Plan** | **🞏 Yes****🞏 No**  |
| Part D may require the following documents with the Permit for Ground Excavation/Penetration |
| **Traffic/pedestrian control plan provided by an RMS-accredited person** | **🞏 Yes****🞏 No** |
| **Services Isolation Plan** | **🞏 Yes****🞏 No** |
| **Fencing, Hoarding and Signage Plan** | **🞏 Yes****🞏 No** |
| **PART G – CONTRACTOR ACKNOWLEDGEMENT AND AUTHORISATION** |
| The information contained in this document is intended as a guide only as is not intended to identify all hazards and site controls required for the excavation works. The Head Contractor and all Sub Contractors working on the excavation site are responsible and liable to ensure all hazards are identified adequately eliminated or controlled to protect the safety of all persons and any assets affected by the works. |
| **The proposed excavation works have been assessed as safe if performed in accordance with all conditions and attachments indicated in this permit. Persons working under this permit have been instructed about site control measures to be implemented and supervision is in place to ensure the control measures identified in this permit will be complied with.** |
| **Company** | **Name** | **Title** | **Signature** | **Date** |
| Sub Contractor |  | Site Supervisor |  |  |
| Sub Contractor |  | Project Manager |  |  |
| Head Contractor |  | Site Supervisor |  |  |
| Head Contractor |  | Project Manager |  |  |
| **The Head Contractor must submit this Permit-to-dig form to the University of Sydney Project Manager for completion of subsequent sections and authorisation.**  |
| **PART H – UNIVERSITY AUTHORISATION** |
| 1. **Project manager check and review**
 |
| **The assigned University Project Manager has assessed the contractor submission for completeness and confirms adequate Risk Analysis and Site Controls have been incorporated and all required information has been submitted and is attached to the permit for review by internal stakeholders.**  |
| **Company**  | **Project Manager Name** | **Signature** | **Date** |
|  |  |  |  |
| 1. **Internal stakeholder review**
 |
| **The information contained on this permit has been reviewed and assessed by the following persons with regards to the area of responsibility indicated.** |
| **Area of Responsibility** | **Name** | **Title** | **Signature** | **Date** |
| CIS Underground Services Information |  |  |  |  |
| CIS Hydraulic Services |  |  |  |  |
| CIS Electrical Services |  |  |  |  |
| ICT Communications  |  |  |  |  |
| CIS WHS |  |  |  |  |
| CIS Traffic and Parking |  |  |  |  |
| CIS Grounds |  |  |  |  |
| CIS Precinct Manager |  |  |  |  |
| 1. **Project manager recommendation**
 |
| **The assigned University Project Manager has assessed the internal stakeholder review of the contractor’s documented Risk Analysis and Site Controls attached to this permit. Authorisation of the permit-to-excavate is recommended.** |
| **Company**  | **Project Manager Name** | **Signature** | **Date** |
|  |  |  |  |
| 1. **Director CIS Authorisation**
 |
| **Excavation work for this project is authorised to commence. All works must be performed in accordance with the information supplied on this permit.** |
| **Name** | **Title** | **Signature** | **Date** |
|  |  |  |  |
|  |
| **WARNING!**Excavation work must be suspended immediately and site made safe if persons are injured or if assets are damaged and the incident immediately reported to the University Project Manager. |
| ***A copy of this permit must be kept by Head Contractor on site.*** |

**ATTACHMENT 1**

**TYPES OF ASSETS AND LIMITS OF UNDERGROUND APPROACH**

**(Source: Table B of the WorkCover Work Near Underground Assets Guide 2007)**

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