



SHE BEST PRACTICE



Issue of Dig Permits

Every year people are killed or seriously injured by electrocution and burns when excavating on construction sites. Within Kier Living it has been recognised a more robust system was required during the issue of Permits to dig ground.

The required Best Practice includes:

- The issue of a Permit to Locate Services (Part 1)
- The issue of a Permit to Dig following information established from the Part 1 process (Part 2)
- The issue of Ground Penetrating Radar Scans carried out
- The issue of all existing Service Drawings
- The issue of Plot Foundation Drawings (if applicable)

Group Form		Permit to Locate/Dig	
Part 1 - Permit to Locate <small>To be completed and issued prior to breaking ground</small>		<small>The use of mechanical equipment is prohibited</small>	
Project Name:		Project No.:	
Contractor undertaking the works:		Date:	
To be completed as per the requirements of Kier Standard Underground Services SHEMS-STD-GR-059			
Part 1: Planning the Work and Locating Services			
<small>To be completed by a member of the Kier Management Team</small>			
Location of the work:			
Kier Manager:	Contractor Supervisor:		
CAT Operator:	CAT operator's evidence of relevant tool training received? Yes / No		
CAT Equipment: (e.g. ECat4+/RD7000)	Service isolation required? Yes / No		
Model:	Where applicable, written confirmation of isolation is required prior to proceeding; has this been received?		
Serial No.:			
Date of Calibration:			
Scope of work:	Specific Requirements:		
	<ul style="list-style-type: none"> The use of mechanical equipment including hand held breakers is prohibited. Practice caution when digging with hand shovels, spades and graders. Review all available service drawings. Operator to use Cable Avoidance Tool together with Signal Generator at all times. Use insulated hand tools when digging. 		
List Service drawings attached to this permit:	Specific RAMS reference (date of approval)		
We confirm that we accept the conditions of this permit and that all personnel below were present during the briefing and issue:-			
Name:	Signature		
Supervisor:			
Machine operator:			
CAT Operator/Banks Man:			
Other:			
HOLD POINT – No further works, report to Kier site management			
			

Group Form		Permit to Locate/Dig	
Part 2 - Permit to Dig		<small>The use of mechanical equipment is prohibited within 0.5m of a service</small>	
Project Name:		Project No.:	
Contractor undertaking the works:		Date:	
To be completed and issued following a review of the on-site conditions			
Part 2: Safe digging process			
<small>To be completed by a member of the Kier Management Team</small>			
Following the review from the Part 1 permit and conditions on site, the chosen method for the excavation works are:		Continue to hand dig	
		Mechanical excavation	
Excavation Assessment			
Is the excavation deeper than or likely to be deeper than 1 metre in depth?			
Is there adequate trench support on site to proceed if required?			
Is adequate edge protection available?			
Does anybody need to enter the excavation, are there adequate access arrangements?			
Is there an area for the safe storage of excavated material?			
Services suitably protected and supported where required?			
Mechanical excavation			
Conditions:			
1. No mechanical or powered equipment will be used within 0.5m of any known service			
2. A Banksman will be in attendance to check for underground service indicators			
3. If there is any doubt that the work cannot proceed safely, works must stop and the Kier Site Manager consulted.			
I confirm that permission is given for the stated work activity below to commence.			
Electricity	Water	Fibre Optic/BT	
Gas	Drainage	Ducting	
Other			
Kier Manager:	Sign:	Date/time:	
Contractor Supervisor:	Sign:	Date/time:	
Machine operator:	Sign:	Date/time:	
CAT Operator / Banksman:	Sign:	Date/time:	
THIS PERMIT EXPIRES AT THE END OF EACH WORKING DAY			
End of shift / Completion of the works			
The works to which this permit relates is now complete and has been left in a safe condition			
Contractor Supervisor	Sign:	Date/time:	
This permit to excavate is now cancelled and no further excavation work shall be undertaken			
Kier Manager:	Sign:	Date/time:	
NOTE: This Permit is to be closed each day. Should works be incomplete, the area is to be fenced off using 2m Hexas fencing double closed to prevent unauthorised access. Part 2 of this permit is to be released the next day following a review of site conditions.			
			

Kier Living's 2- stage permit to locate/dig.

Please refer to Kier Standard (SHEMS-STD-GR-059) for further information.

Please note, this Best Practice document is the requirement on all Kier Living projects. For further advice and guidance please contact a member of the SHE team.