



BP Australia Pty Ltd

Ground Disturbance Checklist

This checklist is not a permit or clearance to perform work
Everyone has the authority & obligation to stop unsafe work

Work Details	Site: _____	Other Associated Documents (Specify below)
	Specific Location _____	
	Tools to be used: _____	
	Risk Assessment/s Reference No. (eg contractor JSA): _____	
Work Description:		

A. TASKS THAT REQUIRE ADDITIONAL AUTHORISATION

Write YES or NO to each of the following.

Authority check	Does the ground disturbance require the use of mechanical equipment, eg excavator, concrete cutter?		Is the ground disturbance to be deeper than 600mm?
	Will the work expose asbestos?		Does the task require the use of hand augur, star picket or other similar tools/equipment known to penetrate underground services?
			Are tools other than a shovel, hand trowel, or other low impact hand tools required?
<p>If yes to any of the above NO WORK TO COMMENCE. A WORK PERMIT AND/OR GROUND DISTURBANCE CERTIFICATE IS REQUIRED.</p>			

B. HAZARDS AND REGULATORY OBLIGATIONS TO CONSIDER

Write YES or NO to each of the following.

Additional considerations	If working close to the site boundary, have you contacted Dial Before you Dig?
	Have the physical locations of all existing services been identified and isolated in the vicinity of the work?
	Have regulatory obligations for services such as electricity, gas, etc. been considered?
	Have existing structures been considered, e.g. undermine, collapse, damage?
	Has the nature, locations and extent of ground disturbance been determined, e.g. set-out the physical limits of each excavation? Sketch the approximate location on the back of this checklist.
	Has the interaction with, and exclusion of, the public and site personnel been considered to prevent external parties from being exposed to hazards from the ground disturbance (eg tripping or falling into a hole or uneven ground)?
<p>You must answer YES to confirm you have considered all of the above prior to commencing work. Any required actions shall be documented on your risk assessment (eg JSA or SWMS).</p>	

C. GENERAL CONDITIONS

The following general conditions are mandatory (performing authority to tick the box as acknowledgement). Works cannot start if the general conditions cannot be met

Performing Authority	<input type="checkbox"/> A work permit or work clearance for the task has been obtained		
	I understand and agree to the requirements to perform this task safely as described in the associated work permit / work clearance and risk assessments, and shall communicate the requirements to the work crew.		
	Company:	Time:	Print Name:
			Sign:

White Copy – Performing Authority (ie contractor)

Pink – Site Office