

## Work Clearance Procedure "Excavation activities"

**Based on SG standard: "Work at height and fall protection" and BGV C22 "Construction works"**

Work clearance is a document that is part of a safety system used for potentially dangerous work. This system is binding both for staff members and external companies. The clearance describes the work to be performed, where it is to be performed and when, by whom and what precautions are to be taken.

SGSD External Company Coordinator		Coordinator of External Company	
<b>Division</b>	_____	<b>Company</b>	_____
<b>Name</b>	_____	<b>Name</b>	_____
<b>Date</b>	_____	<b>Date</b>	_____
<b>Signature</b>	_____	<b>Signature</b>	_____

Organisation	req.	n. req.	done
Determination and designation of division; marking on the plant layout plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specify date and term of activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information of persons responsible for the division as well as ZEHSR and factory security service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment of the activities to be performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organise guard rails as fall protection and signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordination of changed traffic management (traffic lights, signage...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic and special instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of hazardous area	req.	n. req.	done
Install fall protections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide for secured accesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure pit walls against collapsing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provision of personal protective equipment against falls from a height, helmet etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cordoning off of impacted areas (streets / carparks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other, specific provisions			done
			<input type="checkbox"/>
			<input type="checkbox"/>

Date	Release	Name	Signature
	SGSD coordinator		
	ZEHSR		
	Plant management		

**Validity of work clearance:** From \_\_\_\_\_ to \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_  
DD.MM.YY DD.MM.YY HH:MM HH:MM

req. = required

n. req. = not required

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**Approval certificate of the last version**

Created on	Created by	Approved on	Approved by
16.07.2018	D. Kalkbrenner	12.07.2018	B. Reichel

**Change evidence**

Vers.	Date	Editor	Change / remark
A	23.01.2014	B. Reichel	Erstausgabe
B	16.07.2018	D. Kalkbrenner	Umkodierung und Anpassung