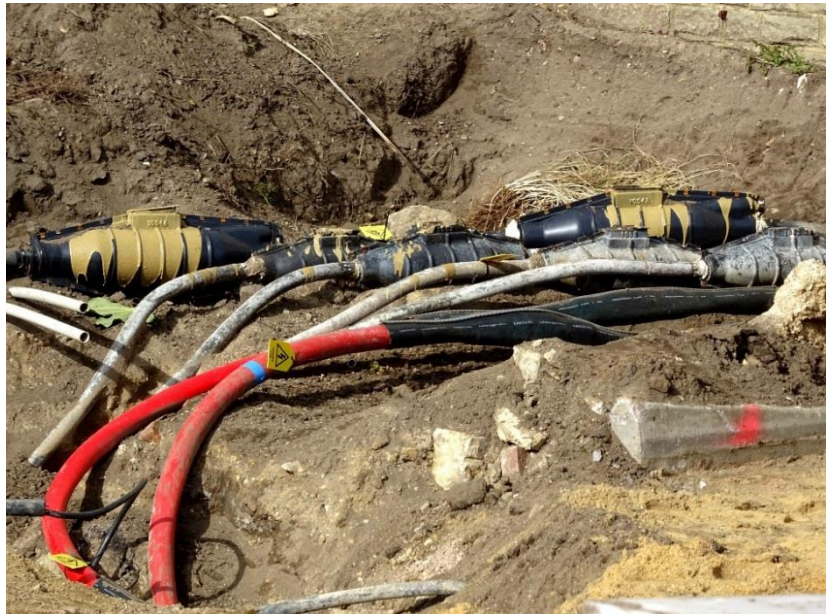


Service Avoidance Agreement

Project Name		Project Number		Date Agreement Prepared	
Contractors Company		Contractors Name			
Service Avoidance Coordinator:					
Deputy Service Avoidance Coordinator:					



Contents

Introduction and a summary of the main hazards involved with buried services.

Breaking ground stages

There are 4 stages to breaking ground.

Stage 1 – Planning and information gathering.

Stage 2 – Trial Hole Process

Stage 3 – Emergency Procedure

Stage 4 – Sign off and Authorisation.

INTRODUCTION

Service Avoidance Agreements (S.A.A) are mandatory across all Seddon sites and must be prepared before the work takes place (or 5 days before if temporary works are involved). This forms part of the Construction Phase Plan for the project. Only ONE S.A.A. needs to be completed by each Sub-Contractor who is required to break ground unless the contractors Dig Supervisor changes.

Whenever ground penetration is being carried out a Risk Assessment and Method Statement, Safe System of Work and a Permit to Break Ground (SAF-FOR-003) must be implemented to minimise the risks involved.

Only trained and competent operatives can break ground and all service providers should be contacted to obtain drawings and other information relating to existing services.

Every project that may have work that involves breaking ground will appoint a Service Avoidance Coordinator (SAC) and where possible a Deputy Service Coordinator (DSAC). The Seddon SAC is to take ownership for coordinating the information gathering, assessment, planning and control of the Permits.

STAGE 1: - PLANNING AND INFORMATION GATHERING

Contractor responsibilities:

To appoint a competent Dig Supervisor who should be SSSTS and trained in the use of the CAT 4+.

- Obtain a copy of the Service Avoidance Agreement which should contain the GPR survey, upto date service drawings and any service terminations.
- Visual survey the site footprint to locate any BT boxes/chambers/drain covers/lamp post bases, ground scaring etc (this may include taking photographs).
- Review Service Avoidance Agreement to determine the most appropriate digging techniques to be used i.e. Hand digging, Vacuum extraction, Air knives and picks, mechanical digging.
- Read the Seddon Underground Services Procedure and sign the Service Avoidance signatory form.
- Produce a safe system of work (RAMS) which incorporates all the above information (this must be briefed prior to any ground penetration taking place).
- Request a permit to break ground SAF-FOR-003 from the Seddon SAC.

Training

Operatives using the eCAT 4+ (or superior) and Genny as well as those supervising the works must have been trained in the use of this equipment.

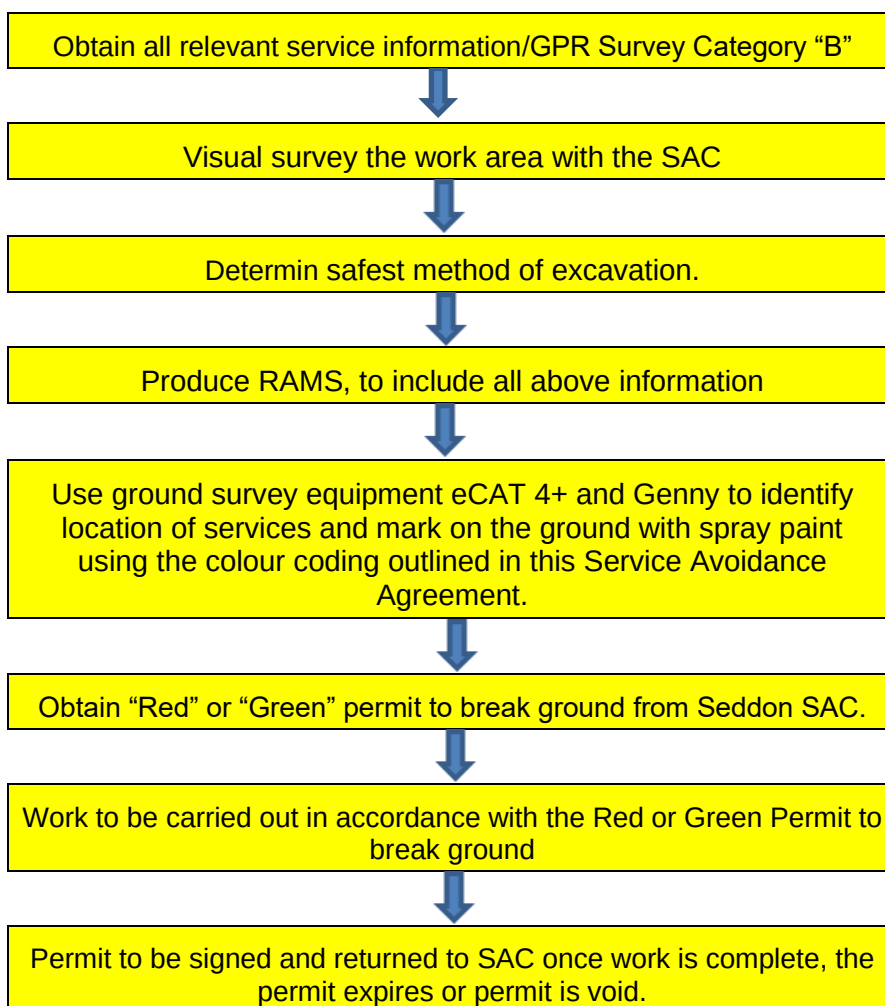
STAGE 2 – TRIAL HOLE PROCESS

- The **Service Avoidance Coordinator** will issue the Permit to Break Ground (SAF-FOR-003) if satisfied with controls in place.
- Commence excavation of trial hole using hand tools only.
- Continuously scan ground as work proceeds.
- No power tools to be used until services are exposed.
- Excavate horizontally with hand tools. No picks to be used.
- Scan the walls of the excavation as work proceeds.

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- If service is surround by concrete **STOP WORK** and report to the SAC/DSAC
- Record the depth, direction and notable features of any services found.
- If service appears to be in a poor condition **STOP WORK** and notify the SAC/DSAC who will notify the service owner/operator immediately.
- Place sand fill around services together with warning tape if this is not already there in accordance with the utilities and owner/operator's specifications for that service.
- Backfill trial hole and reinstate suitable surface to create firm, level surface.
- Renew colour markings of service direction on top of backfill.
- Install warning markers (see back of Service Avoidance Agreement for details).
- SAC/DSAC to update "Live Service Board".

Ground penetration flow chart



STAGE 3 – EMERGENCY PROCEDURES

If a Cable strike occurs (as relevant):

- Stop work.
- Remove personnel and public.
- Inform supervisor/SAC.
- Contact emergency number detailed in the table below to notify the service provider.
- Cordon off the area to prevent access.
- Avoid all contact with the service/s.
- Do not try to disentangle cable from an excavator bucket.
- Stay in the excavator until service is dead or jump clear if you feel it is safe to do so.
- Warn occupier if service connection to the building was disturbed.

If a Gas strike occurs:

- Stop work.
- Remove personnel and public.
- Inform Supervisor/SAC.
- Contact emergency number detailed in the table below to notify the service provider.
- Enforce No Smoking.
- Remove naked flames or heat.
- Do not operate machinery or phones in the immediate area.
- Warn local residences and businesses.
- Warn occupier if service connection to the building was disturbed.

EMERGENCY TELEPHONE NUMBERS (to be populated by the Service Avoidance Coordinator)	
Service Avoidance Coordinator	
Ambulance, Fire Brigade, Police	999 or 112
Gas	
Electricity	
Telecoms	
Water	
Cable TV	

SPRAY PAINT COLOUR CODING FOR MARKING BURIED SERVICES	
Water	Blue
Gas	Yellow
Electricity	Red
Telecommunications	White
Sewerage	Black
Duct	Grey

The GOLDEN RULES for BREAKING GROUND

1. No mechanical digging within 0.5m of a buried service.
2. A Dig Supervisor, Service Avoidance Co-ordinator and where possible a Deputy Service Avoidance Co-ordinator must be appointed.
3. Do not dig if you are not sure if it is safe to do so. If in doubt STOP and ask the Supervisor or Service Avoidance Coordinator.
4. Only dig if you have a Permit.
5. STOP if you find anything encased in concrete (and report it).

STAGE 4 – SIGN OFF AND AUTHORISATION

Contractors Dig Supervisor:

I confirm I have reviewed and understand all aspects of the Seddon Underground Services procedure and this Service Avoidance Agreement.

I confirm that the operator is competent and has been trained to use the CAT 4+ equipment for the service detection survey(s).

Name..... Signature.....

Company..... Date.....

Authorisation by Service Avoidance Coordinator or delegated Deputy:

I confirm that a GPR (where required) and eCAT4+ (or superior model) & Genny survey has been undertaken and all identified services have been marked on the Live Service board.

Excavation may take place in accordance with the conditions of the issued Permit to Break Ground.

Name..... Signature.....

Date.....