



Trenching and Excavation – Daily Excavation Checklist

SITE LOCATION:

DATE:	TIME:	COMPETENT PERSON:
SOIL CLASSIFICATION: TYPE A <input type="checkbox"/> TYPE B <input type="checkbox"/> TYPE C <input type="checkbox"/>	STABLE ROCK <input type="checkbox"/>	TYPE B TEST PERFORMED:
TYPE OF SOIL TEST	ECAVATION DEPTH: PROTECTION SYSTEMS FOR DEPTHS GREATER THAN 20' REQUIRE A REGISTERED ENGINEER APPROVAL.	EXCAVATION WIDTH:

TYPE OF PROTECTIVE SYSTEM USED:

Indicate for each item: Yes – No – N/A (not applicable)

1. General Inspection of Jobsite:

- A. Surface encumbrances removed or supported
- B. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation?
- C. Spoils, materials, and equipment set back at least two feet from the edge of the excavation?
- D. Location of the excavation marked by flagging, tape or barricades?
- E. Walkways and bridges over excavations four feet or more in depth are equipped with standard guardrails, toeboards and/or netting to prevent object from falling below?
- F. Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic?
- G. Warning system established and utilized when mobile equipment is operating near the edge of the excavation?
- H. Employees prohibited from working on the faces of slopes or benched excavations above other employees?

3. Means of Access and Egress:

- A. Lateral travel to means of egress no greater than 25' in excavations four feet or more in depth?
- B. Ladders used in excavations secured and extended three feet above the edge of the trench?
- C. Structural ramps used by employees designed or approved by a competent person?
- D. Structural ramps used for equipment designed by a registered engineer?
- E. Ramps constructed of materials of uniform thickness, cleated together on the bottom, equipped with non-slip surface?

4. Wet Conditions:

- A. Precautions taken to protect employees from the accumulation of water?
- B. Water removal equipment monitored?
- C. Surface water or runoff diverted or controlled to prevent accumulation in the excavation?
- D. Inspections made after every rainstorm or other hazard-increasing occurrence?

5. Support Systems:

- A. Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads?
- B. Materials and equipment used for protective systems inspected and in good condition?
- C. Materials and equipment not in good condition have been removed from service?
- D. Protective systems installed to prevent worker exposure to cave-ins, collapses, or threat of being struck by materials or equipment?
- E. Members of support system securely fastened to prevent failure?
- F. Support systems provided to ensure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.?
- G. Excavations below footings or foundations supported, as approved by a registered engineer?
- H. Shield system placed to prevent lateral movement?

COMPETENT PERSON - Signature:

NAME OF REGISTERED ENGINEER: (if required)

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.