



Daily excavation and trenching checklist

To be completed daily during excavation or trenching work. This is an initial review of required procedures.

Project:		Date:	
Competent Person:		Time:	
Excavation Width and Depth:		Soil Type:	
Protective System used if any:			

General Site Conditions

Description	Y	N
Excavation, adjacent areas, and protective systems inspected by a designated competent person daily prior to start of work or hazards warrant.		
Competent person has the authority to remove employees from the excavation immediately and stop work.		
Surface encumbrances removed or supported.		
Employees protected from loose rock/soil that could pose a hazard by falling or rolling into the excavation.		
Spoils, materials, and equipment set back at least 2' from the edge of the excavation.		
Barriers provided at all remotely located excavations, wells, pits, shafts, etc.		
Walkways and bridges over excavations 6' (4' for WA) or more in depth are equipped with standard guardrails and toeboards.		
Warning vests or other highly visible clothing provided and worn by all employees exposed to vehicular traffic.		
Employees required to stand away from vehicles/equipment being loaded or unloaded.		
Employees are prohibited from going under suspended loads.		
Employees prohibited from working on the faces of sloped or benched excavations above other employees.		

Utilities

Description	Y	N
Utility company contacted and/or utilities located.		
Exact locations of utilities marked		
Underground installations protected, supported or removed when excavation is open.		

Means of Access and Egress

Description	Y	N
Unobstructed lateral travel to means of egress no greater than 25' in excavations 4' or more in depth.		
Ladders used in excavations secured and extended 3' above the edge of the trench.		
Structural ramps used by employees designed by a competent person.		
Structural ramps used for equipment designed by a registered professional engineer.		
Ramps constructed of materials of uniform thickness, cleated together on the bottom and equipped with a no-slip surface.		
Employees protected from cave-ins when entering or exiting excavations.		

Wet Conditions

Description	Y	N
Precautions taken to protect employees from the accumulation of water.		
Water removal equipment monitored by a competent person.		
Surface wear or runoff diverted or controlled to prevent accumulation in the excavation.		
Inspections made after every rainstorm or other hazard increasing occurrence.		

Hazardous Atmospheres

Description	Y	N
Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible, or other harmful contaminant posing a hazard.		
Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% or more than 23.5% oxygen and/or other hazardous atmosphere.		
Ventilation provided to prevent employee exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas.		
Testing conducted often to ensure that the atmosphere remains safe.		
Emergency equipment, such as breathing apparatus, safety harness and lifelines and/or basket stretcher readily available where hazardous atmospheres could or do exist.		
Employee trained to use PPE and rescue equipment		
Safety harness and lifeline used and individually attended when entering bell bottom or other deep confined excavations.		

Support Systems

Description	Y	N
Materials and/or equipment for support systems selected based on soil analysis, depth, width and expected loads.		
Materials and equipment used for protective systems inspected and in good condition.		
Materials and equipment not in good condition have been tagged and removed from service.		
Damaged materials and equipment used for protective systems inspected by a registered professional engineer after repairs and before being placed back into service.		
Protective systems provided to insure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.		
Members of support system securely fastened to prevent failure.		
Support systems provided to insure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.		
Excavations below the level of the base or footing supported and approved by a registered professional engineer.		
Removal of support systems progresses from the bottom and members are released slowly.		
Backfilling progresses with removal of the support system.		
Excavation material to a level no greater than 2' below the bottom of the support system.		
Shield system placed to prevent lateral movement.		
Employees are prohibited from remaining in shield system during vertical movement.		

Comments