

Trenching and Excavation – Daily Inspection Checklist

Trenching and excavation work puts workers in mortal danger if the excavation is not inspected and cave-in protections are not in place. Use this daily checklist as a starting point and edit the list as necessary for location specific regulations and work performed. Remember, excavation sites must also be checked by a competent person whenever conditions change.

Project:

Weather: _____

Soil Type:

Trench Depth: _____ **Width:** _____

Length: _____

Type _____ **of** _____ **Protective** _____ **System:**

Yes	No	NA	Excavation
			Excavations, Adjacent Areas, and Protective Systems inspected by Competent Person daily, before start of work.
			Competent Person has authority to remove workers from excavation immediately.
			Employees protected from loose rock or soil.
			Hard hats worn by all employees.

			Barriers provided at all remote excavations, wells, pits, shafts, etc.
			Walkways and bridges over excavations 6' or more in depth equipped with guardrails.
			Warning vests, or other highly visible PPE provided and worn by all employees exposed to vehicular traffic.
			Employees prohibited from working or walking under suspended loads.
			Employees prohibited from working on faces of sloped or benched excavations above other employees.
			Warning system established and used when mobile equipment is operating near edge of excavation.
			Spoils, materials, and equipment set back a minimum of 2' from edge of excavation.
Yes	No	NA	Utilities
			Utility companies contacted and/or utilities located.
			Exact location of utilities marked when near excavation.
			Underground installations protected, supported, or removed when excavation is open.
Yes	No	NA	Means of Access and Egress

			Lateral travel to means of egress no greater than 25 feet in excavations four feet or more in depth.
			Ladders used in excavations secured and extended three feet 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 (RPE)
			Ramps constructed of materials of uniform thickness, cleated together on the bottom and equipped with no-slip surface.
			Employees protected from cave-ins when entering or exiting the excavation.
Yes	No	NA	Wet Conditions
			Precautions taken to protect employees from accumulation of water.
			Water removal equipment monitored by Competent Person.
			Surface water controlled or diverted.
			Inspection made after each rainstorm.
Yes	No	NA	Hazardous Atmosphere

			Atmosphere tested when there is a possibility of oxygen deficiency or build-up of hazardous gases.
			Oxygen content is between 19.5% and 21%.
			Ventilation provided to prevent flammable gas build-up to 20% of lower explosive limit of the gas.
			Testing conducted to ensure that atmosphere remains safe.
			Emergency Response Equipment readily available where a hazardous atmosphere could or does exist.
			Employees trained in the use of Personal Protective and Emergency Response Equipment.
			Safety harness and life line individually attended when employees enter deep confined excavation.
Yes	No	NA	Support Systems
			Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads.
			Materials and equipment used for protective systems inspected and in good condition.
			Materials and equipment not in good condition have been removed from service.

			Damaged materials and equipment used for protective systems inspected by a registered professional engineer (RPE) after repairs and before being placed back into service.
			Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment.
			Members of support system securely fastened to prevent failure.
			Support systems provided in ensure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.
			Excavations below the level of the base or footing supported, approved by an RPE.
			Removal of support systems progresses from the bottom and members are released slowly as to note any indication of possible failure.
			Backfilling progresses with removal of support system.
			Excavation of material to a level no greater than two feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth.

			Shield system placed to prevent lateral movement.
			Employees are prohibited from remaining in shield system during vertical movement.

Signature **of** **Competent** **Person:**

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Date: _____