

TRENCHING & EXCAVATION CHECKLIST



Project Location:

Date: (DD/MM/YY)

Time:

☐ AM ☐ PM

Supervisor Name:

Soil Type:

Excavation Depth:

Excavation Width:

Type of Protective System Used:

GENERAL REQUIREMENTS	Y	N	N/A
Excavations and trenches inspected before starting work.	☐	☐	☐
Surface encumbrances removed or supported.	☐	☐	☐
Loose rock or material that may pose a hazard removed or secured.	☐	☐	☐
Hard Hats / Appropriate footwear / Other PPE as required.	☐	☐	☐
Excavated material, equipment and rock 1 m (3') from edge of excavation.	☐	☐	☐
Barriers around excavation/trench.	☐	☐	☐
All ramps and walkways equipped with guardrails.	☐	☐	☐
Traffic control - high visibility vests used by worker directing traffic.	☐	☐	☐
Clear path of travel for vehicles – workers to stand clear of loading/unloading.	☐	☐	☐
No working under suspended load.	☐	☐	☐
No moving suspended load over worker.	☐	☐	☐
No working on faces of slopes or benches above employee.	☐	☐	☐
UTILITIES	Y	N	N/A
Gas, Water, Electrical & Other – located and marked.	☐	☐	☐
Underground installations protected, supported or removed.	☐	☐	☐
MEANS OF ACCESS AND EGRESS	Y	N	N/A
Ladders used at various locations in excavation/trench.	☐	☐	☐
Ladders extend 1 meter (3') above excavation/trench.	☐	☐	☐
All ramps, runways adequately constructed – guardrails in place.	☐	☐	☐
WET CONDITIONS	Y	N	N/A
Precautions taken to protect workers from accumulation of water.	☐	☐	☐
Pumps etc are checked on a regular basis.	☐	☐	☐
Surface water or runoff diverted from excavation.	☐	☐	☐
Inspection conducted after rain, snow, ice storm or other occurrence.	☐	☐	☐

AIR QUALITY	Y	N	N/A
Is excavation a confined space as defined? See Confined Space Procedures.	☐	☐	☐
Potential oxygen deficiency, combustibles, or other harmful contaminants.	☐	☐	☐
Mechanical ventilation required and provided.	☐	☐	☐
Continuous air monitoring required to ensure safe atmosphere.	☐	☐	☐
Person performing test competent and trained.	☐	☐	☐
Emergency equipment required, life lines, safety harness, respiratory protection.	☐	☐	☐
Is worker entering caisson? Contact Safety Department for procedure.	☐	☐	☐
SUPPORT SYSTEMS	Y	N	N/A
Materials, equipment, for support systems selected based on soil analysis, trench depth, and expected loads.	☐	☐	☐
System designed by a Professional Engineer.	☐	☐	☐
Drawings of designed system must be on project.	☐	☐	☐
Support systems installed without exposing employees to potential hazards.	☐	☐	☐
Support systems installed to ensure stability of adjacent structures, buildings, roadways, sidewalks, walls or other structures.	☐	☐	☐
Any damaged support system re-inspected by a Professional Engineer.	☐	☐	☐
Backfilling progresses with the removal of the support system.	☐	☐	☐
Ladder place inside the support system for access and egress of workers.	☐	☐	☐
Other Comments:			