

# 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:

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

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