

## Trenching and Excavation Daily Inspection Checklist

This checklist is to be used for all excavation and trenching projects.

Project Location:		Date:
Competent Person:		Phone #:
Trench Depth:	Width:	Length:
Soil Type:		
Type of Protective System:		
Weather Conditions:		

Excavation / Trench	Yes	No	NA
1. Soil classified using 1 visual and 1 manual method, or default Type C.			
2. Employees are protected from loose rock or soil.			
3. All employees are wearing proper PPE.			
4. Spoils, materials, and equipment set back at least 2' from the edge of excavation.			
5. Work area is identified using barricades, fencing, or some other physical barrier.			
6. Traffic control plan has been completed and implemented.			
7. High visible clothing is worn by all employees exposed to vehicular traffic.			
8. Excavations 6' or deeper with walkways or bridges are equipped with guardrails.			
9. Employees are prohibited from working or walking under suspended loads.			
10. Employees are prohibited from working on faces of sloped / benched excavations above other employees.			
11. A warning system has been established and used when mobile equipment is operating near the edge of the excavation.			
12. A means of egress (e.g. ladders, steps, ramps) has been provided so that no employee must travel further than 25'.			
13. If ladders are used for egress, they are secured and extend at least 3' above the top of the excavation.			
14. If wood ramps are used for egress, they are secured and extended at least 3' above the top of the excavation.			
15. All employees entering the trench have documented training on requirements for excavation / trenching protective measures.			

Utilities	Yes	No	NA
1. Utility locates contacted at least 2 working days prior to start of digging, and appropriately marked and identified.			
2. Underground installations have been protected, supported, or removed when the excavation is open.			
3. Surface encumbrances such as utilities, utility poles, foundations, transformer vaults or other structures are supported or removed.			
4. Equipment operator(s) is aware of energized overhead uninsulated powerlines and required approach distances (10' minimum for lines <50kV; 20' minimum unknown Voltage; with a dedicated spotter).			

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Wet Conditions	Yes	No	NA
1. Precautions are in place to protect employees from hazards posed by water accumulation.			
2. When water removal equipment is in operation, it is being monitored by the Competent Person.			
3. Surface water is being collected or diverted.			
4. An inspection of the excavation, adjacent areas, and protective system is performed and documented after each rainstorm.			

Hazardous Atmospheres	Yes	No	NA
1. Where a hazardous atmosphere could reasonably exist, the atmosphere is being tested for low or high oxygen, hazardous vapors, and toxic gasses before employees enter the excavation.			
2. Oxygen content is between 19.5% and 21%.			
3. Flammable gas build-up up to 20% of lower explosive limit (LEL).			
4. Toxic levels of gases are below limits set on gas monitor.			
5. Ventilation blowing into space and air intake placed away from vehicle exhaust.			
6. Program Manager contacted if atmosphere is above established limits. Source of containment to be determined and eliminated prior to entry or Program Manager will establish special procedures for entry.			
7. Emergency Response Equipment readily available where a hazardous atmosphere could or does exist (e.g. retrieval unit).			

**Comments:**

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**Emergency Procedures for Trench Cave-Ins**

1. Get all other workers out of the trench!
2. Call 911
3. Notify competent person
4. Note the time
5. Note the location of worker(s)
6. Shut down all heavy equipment
7. Stop nearby traffic that may cause vibration
8. Keep everyone back from trench at least 50 feet
9. Gather information for rescue team