

Trenching & Excavation Safety Checklist

Site Location _____ Date _____ Time _____ a.m.
 p.m.

GENERAL INSPECTION

- | | | | | | | | |
|-----|--|--------------------------|-----|--------------------------|----|--------------------------|-----|
| 1. | Has the "Competent Person" had specific training in—and is knowledgeable about—soil analysis, use of protective systems, and the requirements of 29CFR1926-Subpart P: Excavations and Trenches? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 2. | Does the "Competent Person" have the authority to remove workers from the excavation immediately? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 3. | Are excavations, adjacent areas, and protective systems inspected by a Competent Person:
A. Daily prior to the start of work, B. As needed throughout the shift, and C. After every rainstorm or other occurrence that could increase the hazard? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 4. | Are ALL surface encumbrances removed or supported? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 5. | Are ALL employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 6. | Are hard hats worn by ALL employees? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 7. | Are spoils, materials, and equipment set back at least 2 feet from the edge of the excavation? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 8. | Are barriers provided at all remotely located excavations, wells, pits, shafts, etc.? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 9. | Are walkways and bridges over excavations 6 feet or more in depth and 30 inches or more in width equipped with standard guard rails and toe boards? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 10. | Are warning vests or other highly visible clothing provided and worn by all employees exposed to vehicular traffic? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 11. | Are employees required to stand away from vehicles being loaded or unloaded? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 12. | Are warning systems established and used when mobile equipment is operating near the edge of an excavation? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 13. | Are employees prohibited from going under suspended loads? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 14. | Are employees prohibited from working on the faces of sloped or benched excavations above other employees? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |

UTILITIES

- | | | | | | | | |
|-----|--|--------------------------|-----|--------------------------|----|--------------------------|-----|
| 15. | Are utilities companies contacted and/or utilities located as required by local, state, and federal law? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 16. | Are the exact locations clearly marked? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 17. | Are underground installations protected, supported, or removed when an excavation is open? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |

ACCESS & EGRESS

- | | | | | | | | |
|-----|--|--------------------------|-----|--------------------------|----|--------------------------|-----|
| 18. | Are ladders or other means of access and egress in place in all trenches 4 feet or more deep? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 19. | Are all workers within 25 feet of a means of access and egress? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 20. | Are the ladders that are used in excavations secured and extended 3 feet above edge of the excavation? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 21. | Are ALL structural ramps used by employees designed by a "Competent Person?" | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 22. | Are ALL structural ramps used for equipment designed by a Registered Professional Engineer? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 23. | Are ALL ramps constructed of materials of uniform thickness, cleated together, equipped with no-slip surfaces? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 24. | Are employees protected from cave-ins when entering or existing excavation? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |

WET CONDITIONS

- | | | | | | | | |
|-----|--|--------------------------|-----|--------------------------|----|--------------------------|-----|
| 25. | Are precautions taken to protect employees from water accumulation? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 26. | Is water removal equipment monitored by "Competent Person?" | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 27. | Is surface water or runoff diverted after every rainstorm or other hazard-increasing occurrence? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |

HAZARDOUS ATMOSPHERES

- 28. Is the atmosphere within ALL excavations tested when there is a reasonable possibility of an oxygen-deficient, oxygen-enriched, combustible, toxic, or other harmful contaminant? YES NO N/A
- 29. Are adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or other hazardous atmosphere? YES NO N/A
- 30. Is verification provided to protect employees from an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas? YES NO N/A
- 31. Is emergency equipment available when hazardous atmospheres could or do exist? YES NO N/A
- 32. Are employees trained to use personal protective equipment and other rescue equipment? YES NO N/A
- 33. Are safety harnesses and lifelines used and individually attended when workers enter bell-bottom pier holes or other deep confined excavations? YES NO N/A

SOILS

- 34. Has the Competent Person classified the soil using one manual test and one visual test, as specified by the standard? YES NO N/A
- Visual Test _____ (Type) Manual Test _____ (Type)
- Soil Classified as: Solid Rock Type A Type B Type C

SUPPORT SYSTEMS

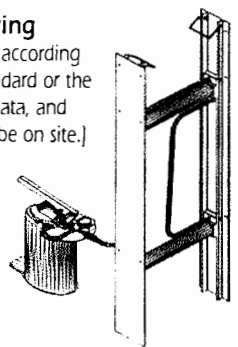
3 Primary Options are Available:

Note: If an excavation is deeper than 5 feet (4 feet in some states), a support system is required by federal law, except for excavations entirely in stable rock (very rare!). If an excavation is less than 5 feet deep (4 feet in some states), a support system is required if there is a potential for a cave-in, as determined by the "Competent Person."

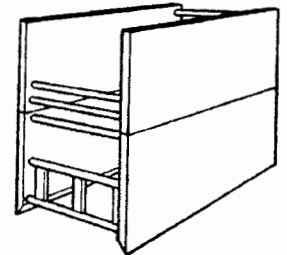
Option #1 – Sloping
[For excavations less than 20 feet deep.]

SOIL TYPE	MAXIMUM ALLOWABLE SLOPE (H:V)
Stable Rock	Vertical or 90°
Type A	¾:1 or 53°
Type B	1:1 or 45°
Type C	1½ : 1 or 34°

Option #2 – Shoring
[Shoring must be installed according to charts in the OSHA standard or the manufacturer's tabulated data, and these charts or data must be on site.]



Option #3 – Shielding
[Shielding must be installed according to the manufacturer's tabulated data, and this data must be on site.]



Note: A 4th option always available is a system designed by a Registered Professional Engineer (Designs must be in writing, they must meet OSHA's requirement, and must be on site.)

- 35. Are materials and/or equipment chosen based upon soils analysis, trench depth and expected loads? YES NO N/A
- 36. Are materials and equipment that are used for protective systems inspected and in good condition? YES NO N/A
- 37. Are damaged materials and equipment immediately removed from service? YES NO N/A
- 38. Are damaged materials and equipment inspected by a Registered Professional Engineer after repairs are made and before being placed back in service? YES NO N/A
- 39. Are protective systems installed without exposing employees to hazards of cave-ins, collapses, or threat of being struck by materials or equipment? YES NO N/A
- 40. Are ALL members of support systems securely fastened together to prevent failure? YES NO N/A
- 41. Are support systems provided to insure stability of adjacent structures, buildings, roadways, sidewalks, etc.? YES NO N/A
- 42. Are excavations below the level of the base or footing supported, and approved by a Registered Professional Engineer? YES NO N/A
- 43. Does back-filling progress with the removal of the support system? YES NO N/A
- 44. Is a shield system installed to prevent lateral movement? YES NO N/A
- 45. Are employees prohibited from remaining in a shield system during vertical movement? YES NO N/A

Job Notes: _____	Inspected by: _____
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