

DAILY EXCAVATION CHECKLIST

Client		Date	
Project Name		Approx. Temp.	
Project Location		Approx. Wind Dir.	
Job Number		Safety Rep	
Excavation Depth & Width		Soil Classification	
Protective System Used			
Activities In Excavation			
Competent Person			

Excavation > 4 feet deep? Yes No

NOTE: Trenches over 5 feet in depth are considered excavations. Any items marked **NO** on this form **MUST** be remediated prior to any employees entering the excavation.

YES	NO	N/A	DESCRIPTION
GENERAL			
			Employees protected from cave-ins & loose rock/soil that could roll into the excavation
			Spoils, materials & equipment set back at least 2 feet from the edge of the excavation.
			Engineering designs for sheeting &/or manufacturer's data on trench box capabilities on site
			Adequate signs posted and barricades provided
			Training (toolbox meeting) conducted w/ employees prior to entering excavation
UTILITIES			
			Utility company contacted & given 72 hours notice &/or utilities already located & marked
			Overhead lines located, noted and reviewed with the operator
			Utility locations reviewed with the operator, & precautions taken to ensure contact does not occur
			Utilities crossing the excavation supported, and protected from falling materials
			Underground installations protected, supported or removed when excavation is open
WET CONDITIONS			
			Precautions taken to protect employees from water accumulation (continuous dewatering)
			Surface water or runoff diverted /controlled to prevent accumulation in the excavation
			Inspection made after every rainstorm or other hazard increasing occurrence
HAZARDOUS ATMOSPHERES			
			Air in the excavation tested for oxygen deficiency, combustibles, other contaminants
			Ventilation used in atmospheres that are oxygen rich/deficient &/or contains hazardous substances
			Ventilation provided to keep LEL below 10 %
			Emergency equipment available where hazardous atmospheres could or do exist
			Safety harness and lifeline used
			Supplied air necessary (if yes, contact safety department)

ENTRY & EXIT			
			Exit (i.e. ladder, sloped wall) no further than 25 feet from ANY employee
			Ladders secured and extend 3 feet above the edge of the trench
			Wood ramps constructed of uniform material thickness, cleated together @ the bottom
			Employees protected from cave-ins when entering or exiting the excavation

KEEP 1 COPY OF EACH DAILY EXCAVATION CHECKLIST ON SITE FOR THE PROJECT DURATION, AND FORWARD THE ORIGINAL TO THE OFFICE