

## 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?  YES  NO  N/A
2. Does the "Competent Person" have the authority to remove workers from the excavation immediately?  YES  NO  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?  YES  NO  N/A
4. Are ALL surface encumbrances removed or supported?  YES  NO  N/A
5. Are ALL employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation?  YES  NO  N/A
6. Are hard hats worn by ALL employees?  YES  NO  N/A
7. Are spoils, materials, and equipment set back at least 2 feet from the edge of the excavation?  YES  NO  N/A
8. Are barriers provided at all remotely located excavations, wells, pits, shafts, etc.?  YES  NO  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?  YES  NO  N/A
10. Are warning vests or other highly visible clothing provided and worn by all employees exposed to vehicular traffic?  YES  NO  N/A
11. Are employees required to stand away from vehicles being loaded or unloaded?  YES  NO  N/A
12. Are warning systems established and used when mobile equipment is operating near the edge of an excavation?  YES  NO  N/A
13. Are employees prohibited from going under suspended loads?  YES  NO  N/A
14. Are employees prohibited from working on the faces of sloped or benched excavations above other employees?  YES  NO  N/A

### UTILITIES

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

### ACCESS & EGRESS

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

### WET CONDITIONS

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

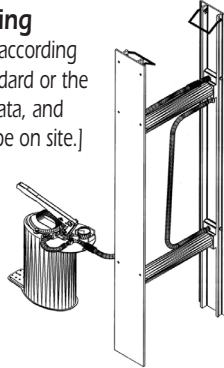
**Option #1 – Sloping**

[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°

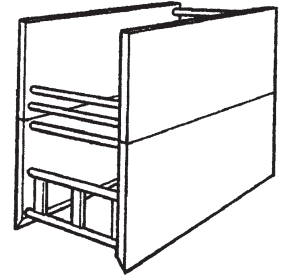
**Option #2 – Shoring**

[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:** \_\_\_\_\_