

Trenching and Excavation Safety Checklist

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

Project:	Location:		
Assigned Competent Person (CP):	Phone #		
Excavation review completed by:	Phone #		
Department:			
Excavation and Protective Systems	Yes	No	N/A
Is the site cleared for utilities and other underground obstructions?			
Are the utilities marked-out?			
Do underground installations need to be protected, supported or removed? How will this be done?			
Have surface encumbrances been removed or supported? If so, please name/explain.			
Is excavated material placed 2 feet or more from the edge?			
Has equipment been checked by the operator?			
Is anticipated depth 5 feet or greater? Has it been reviewed by the CP?			
Have provisions been made for shielding, shoring, sloping or benching? Please describe or state type of protective system.			
Has the equipment been inspected?			
Are support systems provided to stabilize adjacent structures, buildings, roadways, sidewalks, etc.?			
Have the support systems been installed without exposing employees to cave-ins, collapses or "struck-bys"?			
Are the sides of the support system no more than 1 foot below the level of the ground?			
Is the bottom of the excavation no more than 2 feet below the level of the support system?			
Will the removal of the support systems progress from the bottom and progress slowly?			
Will backfilling begin immediately upon removal of support systems?			
Are the protective system's materials and equipment in good condition?			
Have the protective systems been inspected? If so, please write name.			
Have any inspected materials or equipment been removed from service? If so, which?			
Are undermined structures adequately supported for anticipated loads and are workers protected?			
Is the excavation well marked and barricaded to prevent personnel or vehicles from falling in?			

Are employees prohibited from going under suspended loads?			
Competent Person, Access and Egress and Safety	Yes	No	N/A
Are there at least 2 employees onsite at all times?			
Has a daily inspection form been completed by the CP?			
Have all potential cave-in /struck by been evaluated and controlled?			
Are stairways, ladders or ramps securely fastened in place, which provide access and egress?			
If ladders are used are they secured and do they extend 3 feet above the edge of the excavation?			
If the excavation is 4 feet or greater, is there a safe means of egress every 25 feet of lateral space?			
If ramps are installed were they designed by a registered Professional Engineer (PE)?			
If ramps are used are there appropriate means to prevent slipping?			
Are the ramps uniform in thickness?			
If excavation is 6 feet or deeper; do the walkways have guardrails, mid-rails and toe-rails?			
Is appropriate Personal Protective Equipment (hard hats, safety boots & eye protection) available and used?			
If excavation is greater than 5 feet, are harnesses, lifelines or tripods onsite?			
If excavation is a confined space, are harnesses and tripods used?			
Hazard Monitoring and Water Accumulation	Yes	No	N/A
Is there available means to prevent surface water from entering excavation?			
Is there adequate drainage of the area adjacent to the excavation?			
If water removal equipment is used, is it being monitored by a CP?			
Is the excavation inspected after every rainstorm or other hazard?			
Do hazardous atmospheres exist in the excavation?			
Is appropriate atmospheric testing immediately available?			
Is testing frequency adequate to ensure safe atmospheres?			
Has testing equipment been calibrated?			
Are calibrations recorded daily?			
Are employees trained in the proper use of monitoring equipment?			