

# 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

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## 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

## SOILS

33. 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°

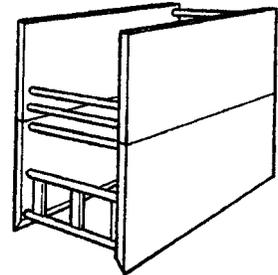
#### Option #2 – Shoring

[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.]

34. Are materials and/or equipment chosen based upon soils analysis, trench depth and expected loads?  YES  NO  N/A
35. Are materials and equipment that are used for protective systems inspected and in good condition?  YES  NO  N/A
36. Are damaged materials and equipment immediately removed from service?  YES  NO  N/A
37. 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
38. 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
39. Are ALL members of support systems securely fastened together to prevent failure?  YES  NO  N/A
40. Are support systems provided to insure stability of adjacent structures, buildings, roadways, sidewalks, etc.?  YES  NO  N/A
41. Are excavations below the level of the base or footing supported, and approved by a Registered Professional Engineer?  YES  NO  N/A
42. Does back-filling progress with the removal of the support system?  YES  NO  N/A
43. Is a shield system installed to prevent lateral movement?  YES  NO  N/A
44. Are employees prohibited from remaining in a shield system during vertical movement?  YES  NO  N/A

Job Notes: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Construction techniques and equipment usage must be in accordance with all governmental regulations and manufacturers' instruction. All orders placed with TrenchSafety are subject to the terms, conditions, and warranty limitations contained in TrenchSafety's Rental and Sales Agreements.