

# Trenching & Excavation Safety Checklist

Site Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ a.m./p.m.

<b>General Inspection:</b>			
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
<b>Utilities</b>			
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
<b>Access and Egress</b>			
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 exiting excavation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>Water</b>			
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
<b>Notes:</b>	This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the construction standards 29 CFR 1926.650 to 1926.652. This information is intended to assist employers, workers, and others as they strive to improve workplace health and safety. While we attempt to thoroughly address specific topics, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a checklist of this nature. Thus, this information must be understood as a tool for addressing workplace hazards, rather than an exhaustive statement of employer’s legal obligations, which are defined by statute, regulation, and standards. Likewise; to the extent that this information references practices or procedures that <i>may</i> enhance health or safety, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Finally, over time, OSHA <i>may</i> modify rules and interpretations in light of new technology, information, or circumstances; to keep apprised of such developments, or to review information on a wide range of occupational safety and health topics, you can visit OSHA’s website at <a href="http://www.osha.gov">www.osha.gov</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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
31.	Is emergency equipment available when hazardous atmospheres could or do exist?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
32.	Are employees trained to use personal protective equipment and other rescue equipment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

**Soils**

33.	Has the Competent Person classified the soil using one manual test and one visual test, as specified by the standard?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
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Visual Test: \_\_\_\_\_ (type)      Manual Test: \_\_\_\_\_ (type)

Soil Classification:     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."

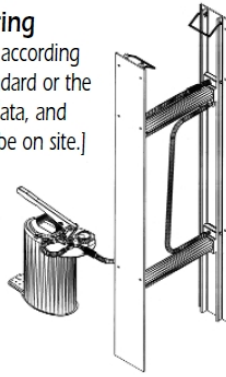
**Option #1 – Sloping**

[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°

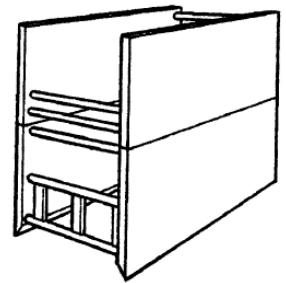
**Option #2 – Shoring**

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

**Notes:**

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**Inspected by:**

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