

Daily Worksite Checklist for Trenching/Excavation Sites

Project:		Date:	Weather:	Soil Type:
Trench Depth:	Length:	Width:	Type of Protective System:	

Signature of Competent Person:

Yes	No	N/A	Excavation
			Trench box extends at least 18 inches above the vertical wall of the excavation and to within 2 feet of the bottom of the trench (or less if soil collapsing behind or below trench box).
			Trench box installed in accordance with manufacturers specific instructions and use limitations.
			Trench box inspected for damage or defects and pins and spreaders are securely installed.
			If other soil protective systems are used, they are installed in accordance with manufacturers Instructions OR are approved by a Registered Professional Engineer.
			All employees at worksite trained in trenching safety procedures.
			Surface encumbrances such as utility poles, heavy equipment supported or removed.
			Heavy equipment safety zone at least 1½ times depth of trench for if not supported.
			Employees protected from loose rock or soil.
			Spoils, materials, and equipment set back a minimum of 2' from edge of excavation.
			Walkways and bridges over excavations 6' or more in depth are at least 20 inches wide and are equipped with required guardrails.
			Ladders placed no more than 25 feet apart.
			Employees prohibited from working or walking under suspended loads.
			Employees prohibited from working on faces of sloped or benched excavations above other employees.
			Warning system established and used when mobile equipment is operating near edge of excavation.
			Barriers provided if trench opening is not readily apparent.
			Barriers, fences available to secure area if left overnight.

Yes	No	N/A	Personal Protective Equipment
			Hard hats worn by all employees.
			Work boots or safety shoes worn by all employees.
			Eye protection worn by all employees (if applicable).
			Hearing protection worn by all employees (if applicable).
			Warning vests, or other highly visible PPE provided and worn by all employees exposed to vehicular traffic.

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Yes	No	N/A	Utilities
			Utility companies contacted and/or utilities located.
			Exact location of utilities marked when near excavation.
			Underground installations protected, supported, or removed when excavation is open.

Yes	No	N/A	Wet Conditions
			Precautions taken to protect employees from accumulation of water.
			Water removal equipment monitored by Competent Person.
			Surface water controlled or diverted.
			Inspection made after each rainstorm.

Yes	No	N/A	Hazardous Atmosphere
			Atmosphere tested when there is a possibility of oxygen deficiency or build-up of hazardous gases. If yes, atmosphere will be tested every _____.
			Oxygen content is between 19.5% and 21%.
			Flammable gas build-up to 20% of lower explosive limit (LEL).
			Toxic Levels of gases are below limits set on gas monitor.
			Ventilation blowing into space and air intake placed away from vehicle exhaust.
			Program Manager contacted if atmosphere is above established limits. Source of contaminant to be determined and eliminated prior to entry or Program Manager will establish special procedures for entry.

Emergency Procedures for Trench Cave-Ins

- **GET ALL OTHER EMPLOYEES OUT OF THE TRENCH!!**
- **CALL 911**
- **NOTIFY COMPETENT PERSON**

- **Note time**
- **Note location of trapped worker(s)**
- **Leave all victims hand tools in place**
- **Shut down all heavy equipment**
- **Stop nearby traffic that may cause vibration**
- **Keep everyone back from trench at least 50 feet**
- **Gather information for rescue team**
- **WAIT for rescue team. Do not attempt to rescue.**

Note-Do not attempt to dig the person out using hand tools or heavy equipment. This could cause the trench to collapse further and could cause further injuries!!!!