

## DAILY EXCAVATION CHECKLIST

Client		Date	
Project Name		Approx. Temp.	
Project Location		Approx. Wind Dir.	
Job Number		Safety Rep	
Excavation Depth & Width		Soil Classification	
Protective System Used			
Activities In Excavation			
Competent Person			

Excavation > 4 feet deep?  Yes  No If *YES*, fill out a Confined Space Permit *PRIOR* to *ANY* person entering the excavation.

*NOTE:* Trenches over 4 feet in depth are considered excavations. Any items marked *NO* on this form *MUST* be remediated prior to any employees entering the excavation.

YES	NO	N/A	DESCRIPTION
<b>GENERAL</b>			
			Employees protected from cave-ins & loose rock/soil that could roll into the excavation
			Spoils, materials & equipment set back at least 2 feet from the edge of the excavation.
			Engineering designs for sheeting &/or manufacturer's data on trench box capabilities on site
			Adequate signs posted and barricades provided
			<b>Training (toolbox meeting) conducted w/ employees prior to entering excavation</b>
<b>UTILITIES</b>			
			Utility company contacted & given 24 hours notice &/or utilities already located & marked
			Overhead lines located, noted and reviewed with the operator
			Utility locations reviewed with the operator, & precautions taken to ensure contact does not occur
			Utilities crossing the excavation supported, and protected from falling materials
			<b>Underground installations protected, supported or removed when excavation is open</b>
<b>WET CONDITIONS</b>			
			Precautions taken to protect employees from water accumulation (continuous dewatering)
			Surface water or runoff diverted /controlled to prevent accumulation in the excavation
			Inspection made after every rainstorm or other hazard increasing occurrence
YES	NO	N/A	DESCRIPTION
<b>HAZARDOUS ATMOSPHERES</b>			

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			Air in the excavation tested for oxygen deficiency, combustibles, other contaminants
			<b>Ventilation used in atmospheres that are oxygen rich/deficient &amp;/or contains hazardous substances</b>
			<b>Ventilation provided to keep LEL below 10 %</b>
			<b>Emergency equipment available where hazardous atmospheres could or do exist</b>
			<b>Safety harness and lifeline used</b>
			<b>Supplied air necessary (if yes, contact safety department)</b>
<b>ENTRY &amp; EXIT</b>			
			Exit (i.e. ladder, sloped wall) no further than 25 feet from ANY employee
			Ladders secured and extend 3 feet above the edge of the trench
			Wood ramps constructed of uniform material thickness, cleated together @ the bottom
			Employees protected from cave-ins when entering or exiting the excavation

***KEEP 1 COPY OF EACH DAILY EXCAVATION CHECKLIST ON SITE FOR THE PROJECT DURATION, AND FORWARD THE ORIGINAL TO THE SAFETY DIRECTOR***