

Daily Excavation Checklist

Site Location		
Date	Time	Competent person
Soil Classification	Excavation Depth	Excavation Width
Soil type		
Type of protective system used		

Description	Yes	No	N/A
General Inspection of jobsite			
Excavations, adjacent areas, and protective systems inspected by a competent person daily before the start of work			
Competent person has the authority to remove employees from the excavation immediately			
Surface encumbrances removed or supported			
Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation.			
Hard hats worn by all employees			
Spoils, materials, and equipment set back at least two feet from the edge of the excavation			
Barriers provided at all remotely located excavations, wells, pits, shafts, etc.			
Walkways and bridges over excavations four feet or more in depth are equipped with standard guardrails and toe boards			
Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic			
Employees are required to stand away from vehicles being loaded or unloaded			
Warning system established and utilized when mobile equipment is operating near the edge of the excavation			
Employees prohibited from going under suspended loads			
Employees prohibited from working on the faces of slopes or benched excavations above other employees			

Description	Yes	No	N/A
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Utilities			
Utility companies contacted and/or utilities located			
Exact location of utilities marked			
Underground installations protected, supported, or removed when excavation is open			
Means of Access and Egress			
Lateral travel to means of egress no greater than 25 feet in excavations four feet or more in depth			
Ladders used in excavations secured and extended three feet above the edge of the trench			
Structural ramps used by employees designed by a competent person			
Structural ramps used for equipment designed by a registered professional engineer (RPE)			
Ramps constructed of materials of uniform thickness, cleated together on the bottom, equipped with no-slip surface			
Employees protected from cave-ins when entering or exiting the excavation			
Wet Conditions			
Precautions take to protect employees from the accumulation of water			
Water removal equipment monitored by a competent person			
Surface water or runoff diverted or controlled to prevent accumulation in the excavation			
Inspections made after every rainstorm or other hazard-increasing occurrence			
Hazardous Atmosphere			
Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible or other harmful contaminant exposing employees to a hazard			
Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or to other hazardous atmospheres			
Ventilation provided to prevent employee exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas			
Testing conducted often to ensure that the atmosphere remains safe			
Emergency equipment, such as breathing apparatus, safety harness and lifeline, and/or basket stretcher readily available where hazardous atmospheres could or do exist			
Employees trained to use personal protective and other rescue equipment			
Safety harness and lifeline used and individually attended when entering bell bottom or other deep confined excavations			

Description	Yes	No	N/A
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Support Systems			
Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads			
Materials and equipment used for protective systems inspected and in good condition			
Materials and equipment not in good condition have been removed from service			
Damaged materials and equipment used for protective systems inspected by a registered professional engineer (RPE) after repairs and before being placed back into service			
Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment.			
Members of support system securely fastened to prevent failure			
Support systems provided in ensure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.			
Excavations below the level of the base or footing supported, approved by an RPE			
Removal of support systems progresses from the bottom and members are released slowly as to note any indication of possible failure			
Backfilling progresses with removal of support system			
Excavation of material to a level no greater than two feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth			
Shield system placed to prevent lateral movement			
Employees are prohibited from remaining in shield system during vertical movement			
Corrective Action			

Keep 1 copy of each daily excavation checklist on site for the project duration, and forward the original to the safety director