

# Daily Excavation Checklist

Client/Project Name			
Date		Time	Project Location
Job Number	Approx. Wind Direction	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.

Description	Yes	No	N/A
<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			
Training (toolbox meeting) conducted w/ employees prior to entering excavation			
<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			
Underground installations protected, supported or removed when excavation is open			
<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			

Description	Yes	No	N/A
<b>Hazardous Atmospheres</b>			

**Daily Excavation Checklist 2**

Air in the excavation tested for oxygen deficiency, combustibles, other contaminants			
Ventilation used in atmospheres that are oxygen rich/deficient &/or contains hazardous substances			
Ventilation provided to keep LEL below 10%			
Emergency equipment available where hazardous atmospheres could or do exist			
Safety harness and lifeline used			
Supplied air necessary (if yes, contact safety department)			
<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 at 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**