

# EXCAVATION CHECKLIST

(To Be Completed by a "Competent Person")

|                                 |                   |                   |
|---------------------------------|-------------------|-------------------|
| EXCAVATION LOCATION:            |                   |                   |
| DATE:                           | TIME:             | COMPETENT PERSON: |
| SOIL TYPE (See attached form):  |                   |                   |
| SOIL CLASSIFICATION:            | EXCAVATION DEPTH: | EXCAVATION WIDTH: |
| TYPE OF PROTECTIVE SYSTEM USED: |                   |                   |

**(Indicate for each item: YES - NO - or N/A for not applicable)**

|           |   |  |
|-----------|---|--|
| <b>1.</b> | <b>General Inspection of Jobsite:</b>   |  |
|           | A. Excavation, adjacent areas, and protective systems inspected by a competent person daily prior to the start of work.   |  |
|           | B. Competent person has the authority to remove employees from the excavation immediately.                                |  |
|           | C. Surface encumbrances removed or supported.   |  |
|           | D. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation.        |  |
|           | E. Hard hats worn by all employees.   |  |
|           | F. Spoils, materials, and equipment set back at least 2 meters (6 feet) from the leading edge of the excavation.          |  |
|           | G. Barriers provided at all remotely located excavations, wells, pits, shafts, etc.                                       |  |
|           | H. Walkways and bridges over excavations 4 feet or more in depth are equipped with standard guardrails and toe boards.    |  |
|           | I. Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic. |  |
|           | J. Employees required to stand away from vehicles being loaded or unloaded.   |  |
|           | K. Warning systems prohibited from working on the faces of sloped or benched excavations above other employees.           |  |
| <b>2.</b> | <b>Utilities:</b>   |  |
|           | A. Utility companies contacted and/or other utilities located.  |  |
|           | B. Exact location of utilities marked.  |  |
|           | C. Underground installations protected, supported, or removed when excavation is open.                                    |  |
| <b>3.</b> | <b>Means of Access and Egress:</b>  |  |
|           | A. Lateral travel to means of egress no greater than 25 feet in excavations 4 feet or more in depth.                      |  |
|           | B. Ladders used in excavations secured and extend 3 feet above the edge of the trench.                                    |  |
|           | C. Structural ramps used by employees designed by a competent person.   |  |
|           | D. Structural ramps used for equipment designed by a registered professional engineer (RPE).                              |  |
|           | E. Ramps constructed of material of uniform thickness, cleated together on the bottom, equipped with no-slip surface.     |  |
|           | F. Employees protected from cave-ins when entering or exiting the excavation.   |  |

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| <b>4. Wet Conditions:</b>   |  |
| A. Precautions taken to protect employees from the accumulation of water.   |  |
| B. Water removal equipment monitored by a competent person.   |  |
| C. Surface water or runoff diverted or controlled to prevent accumulation in the excavation.  |  |
| D. Inspections made after every rainstorm or other hazard increasing occurrence.  |  |
| <b>5. Hazardous Atmosphere:</b> (Excavations more than 4' in depth)   |  |
| A. Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible, or other harmful contamination exposing employees to a hazard. Is a sniffer on the job? YES NO |  |
| B. Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or other hazardous atmospheres.   |  |
| C. Ventilation provided to prevent employees exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas.   |  |
| D. Testing conducted often to ensure that the atmosphere remains safe.  |  |
| E. Emergency equipment, such as breathing apparatus, safety harnesses and lifeline, and/or basket stretcher readily available where hazardous atmosphere could or do exist.   |  |
| F. Employees trained to use personal protective and other rescue equipment.   |  |
| G. Safety harness and lifeline used and individually attended when entering bell bottom or other deep confined excavations.   |  |
| <b>6. Support Systems:</b>  |  |
| A. Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads.  |  |
| B. Materials and equipment used for protective systems inspected and in good condition.   |  |
| C. Materials and equipment not in good condition have been removed from service.  |  |
| D. Damaged materials and equipment used for protective systems inspected by a registered professional engineer (RPE) after repairs and before being placed back into service.   |  |
| E. Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment.  |  |
| F. Members of support systems securely fastened to prevent failure.   |  |
| G. Support systems provided to insure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.   |  |
| H. Excavations below the level of the base or footing supported, approved by an RPE.  |  |
| I. Removal of support systems progresses from the bottom and members are released slowly as to note any indication of possible failure.   |  |
| J. Backfilling progresses with removal of support system.   |  |
| K. Excavation of material to level no greater than 2 feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth.                                 |  |
| L. Shield system placed to prevent lateral movement.  |  |
| M. Employees are prohibited from remaining in shield system during vertical movement.   |  |
| <b>CORRECTIVE ACTION AND REMARKS:</b>   |  |

