



Field Guide – Excavation Operations

DATE	TIME	DATE EXPIRES
JOB DESCRIPTION AND LOCATION (BE SPECIFIC)		
BEFORE TRENCHING AND EXCAVATION		
SOIL CLASSIFICATION: Type C Type B Type A Stable		<ul style="list-style-type: none"> - Check for previously disturbed ground - Adequacy and availability of all equipment, including personal protective gear, shoring materials, signs, barricades, and machinery - Other known obstructions (e.g. Footing concrete encasements) - Allowable slope
<ul style="list-style-type: none"> - Requirements have been met and required data documented - Proximity to utilities, buildings, footing or pilings and sources of vibrations - Utility Owners, service or transmission piping (Electrical, Phone, Water, Sewer, etc.) 		
COMMENTS:		
Size of excavation Depth Width Length	Protective systems depth of a trench or excavation of 5 feet or more: Check the applicable OSHA appendix below	
Changing ground conditions, particularly after rainfall	B – Sloping and Benching	
Monitor for possible oxygen deficiency or Hazardous Atmospheres.	C – Timber Shoring for Trenches	
Adequacy of shoring and/or sloping as work progresses	D – Aluminum Hydraulic Shoring for Trenching	
MEANS OF ACCESS: A. Ramp B. Ladders C. Stairway	E – Alternatives to timber shoring	
Change in vehicular and machinery operation patterns	RPE – Engineered and Designed shoring (data must be filed on jobsite)	
Water removal equipment and operation	NOTE: SLOPING OR BENCHING FOR EXCAVATIONS GREATER THAN 20 FEET DEEP SHALL BE DESIGNED BY A STATE REGISTERED PROFESSIONAL ENGINEER	
VISIBILITY: A. Guardrails B. Flagging C. Stop Logs		
DAILY/POST EVENT INSPECTION:	Adequacy of trench boxes or trench shields	
RESCUE PLAN:		
SIGNATURES AND DATED		
COMPETENT PERSON	CIVIL ENGINEER	CIVIL SUPERINTENDENT
ELECTRICAL	SUPERVISOR	EQUIPMENT FOREMEN
EQUIPMENT OPERATOR	MECHANICAL SUPERVISOR	Other approval if required by civil engineer or registered professional engineer.

This field guide is only a tool to assist you in managing your responsibility to maintain safe premises, practices, operations and equipment, and is not for the benefit of any other party. The checklist does not cover all possible hazardous conditions or unsafe acts that may exist, and does not constitute legal advice. For decisions regarding use of the practices suggested by this checklist, follow the advice of your own legal counsel.

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