|  |  |  |  |
| --- | --- | --- | --- |
| **Trenching and Excavation Checklist** | **YES** | **NO** | N/A |
| Has the designated Competent Person been identified? |  |  |  |
| Name of Competent Person: |  |  |  |
| Has a site specific excavation plan been developed? |  |  |  |
| Is the depth of the trench more than 5 feet? |  |  |  |
| Regardless of depth, has the Competent Person addressed the need for a protective system? |  |  |  |
| Guardrails, Flagging and Stop-Logs installed at trench/excavation perimeters as a protection against fall hazards? |  |  |  |
| Have all Utility Companies been contacted for locates &dig permits? |  |  |  |
| Were final digging precautions followed? |  |  |  |
| Has a pre-shift inspection been performed before employee entry? |  |  |  |
| Was soil classification performed? |  |  |  |
| Are all soils considered a Class C? |  |  |  |
| Were the soil samples taken at multiple depths? |  |  |  |
| Were the soil sampling methods used sufficient? |  |  |  |
| Was the soil classification performed by an outside source? |  |  |  |
| Is there adequate documentation of soil sampling? |  |  |  |
| Have all employees working in the trench received adequate training? |  |  |  |
| Has the correct Protective System been chosen? |  |  |  |
| While sloping, was the correct ratio or angle of excavation utilized? |  |  |  |
| While benching, was the correct ratio or angle of excavation utilized? |  |  |  |
| If shielding is the choice, were the manufacture’s guidelines followed? |  |  |  |
| If applicable, was the tabulated data found in the OSHA standard utilized correctly?  |  |  |  |
| Tabulated Data for protective systems on the job is available on site? |  |  |  |
| Was all hydraulic shielding inspected prior to installation? |  |  |  |
| Are there adequate means of access and egress at 25’ intervals? |  |  |  |
| Is the spoil pile at least 2 feet from the edge? |  |  |  |
| Have adjacent structures and appurtenances been stabilized? |  |  |  |
| Has water accumulation been addressed? |  |  |  |
| Has the potential for hazardous atmospheres been tested and documented? |  |  |  |
| Were OSHA standards followed regarding access and egress from trench boxes? |  |  |  |
| Is there a crisis management plan in place? |  |  |  |