

Safety Checklist – Trenching & Excavation

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?			

This checklist 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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