

Appendix C: Excavation Checklist

(To be completed by a Competent Person)

Site Location:			
Date:	Time:	Competent Person:	
Soil Classification:	Excavation Depth:	Excavation Width:	
Type of Protective System Used:			

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

1. General Inspection of Jobsite		
A	Excavations, adjacent areas, and protective systems inspected by a competent person daily before 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 two feet from the edge of the excavation.	
G	Barriers provided at all remotely located excavations, wells, pits, shafts, etc.	
H	Walkways and bridges over excavations four feet or more in depth are equipped with standard guardrails and toeboards.	
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 system established and utilized when mobile equipment is operating near the edge of the excavation.	
L	Employees prohibited from going under suspended loads.	
M	Employees prohibited from working on the faces of slopes or benched excavations above other employees.	

2. Utilities:		
A	Utility companies contacted and/or utilities located.	
B	Exact location of utilities marked.	
C	Underground installations protected, supported, or removed when excavation is open.	
3. Means of Access and Egress:		
A	Lateral travel to means of egress no greater than 25 feet in excavations four feet or more in depth.	
B	Ladders used in excavations secured and extended three 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 materials 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.	
4. Wet Conditions:		
A	Precautions take 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.	
5. Hazardous Atmosphere:		
A	Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible or other harmful contaminant exposing employees to a hazard.	
B	Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or to other hazardous atmospheres	
C	Ventilation provided to prevent employee 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 harness and lifeline, and/or basket stretcher readily available where hazardous atmospheres 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.	

6. Support Systems:		
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 system securely fastened to prevent failure.	
G	Support systems provided in ensure 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 a level no greater than two 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.	