

# Daily Excavation Safety Checklist



Company		Date	
Project Name		Approx. Temperature	
Project Location		Approx. Wind Direction	
Job Number		Safety Representative	
Excavation Depth/Width		Soil Classification	
Protective System Used			
Activities In Excavation			
Competent Person			

Excavation > 4 feet deep \_\_\_ Yes \_\_\_ NO If YES, complete a *Confined Space Permit* **PRIOR** to any person entering the excavation.

NOTE: Trenches over 4 feet in depth are considered excavations.  
Any items marked NO on this form MUST be remediated prior to any employees entering the excavation.

YES	NO	N/A	DESCRIPTION
<b>GENERAL</b>			
			Employees protected from cave-ins and loose rock/soil that could roll into the excavation
			Spoils, materials & equipment set back at least 2 feet from the edge of the excavation
			Engineering designs for sheeting and/or manufacturer's data on trench box capabilities on site
			Adequate signs posted and barricades provided
			Training (toolbox meeting) conducted w/employees prior to entering excavation
<b>UTILITIES</b>			
			Utility Company contacted & given 24 hours' notice and/or utilities already located and marked
			Overhead lines located, noted and reviewed with any operators
			Utility location reviewed with any operators; precautions taken to ensure contact does not occur
			Utilities crossing the excavation supported and protected from falling materials
			Underground installations protected, supported or removed when excavation is open

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<b>WET CONDITIONS</b>			
			Precautions taken to protect employees from water accumulation (continuous dewatering)
			Surface water or runoff diverted/controlled to prevent accumulation in the excavation
			Inspection made after every rainstorm or other hazard increasing occurrence
<b>HAZARDOUS ATMOSPHERES</b>			
			Air in the excavation tested for oxygen deficiency, combustibles, other contaminants
			Ventilation used in atmosphere that are oxygen rich/deficient and/or contains hazardous substances
			Ventilation provided to keep LEL below 10%
			Emergency equipment available where hazardous atmosphere could or do exist
			Safety harness and lifeline access and knowledge of use
			Supplied air necessary (if yes, contact safety department)
<b>ENTRY &amp; EXIT</b>			
			Exit (i.e. ladder, sloped wall) no further than 25 feet from ANY employee
			Ladders secured and extend 3 feet above the edge of the trench
			Wood ramps constructed of uniform material thickness, cleated together at the bottom
			Employees protected from cave-ins when entering or exiting the excavation

Keep a copy of each daily excavation checklist on site for the project duration and forward original to safety director.