

Daily Worksite Checklist for Trench/Excavation Sites

**This model form/template must be customized to meet your Agency’s needs.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project: | | Date: | Weather | Soil Type: |
| Trench Depth: | Length: | Width: | Type of Protective System: | |

|  |
| --- |
| **Signature of Competent Person:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **Excavation** |
|  |  |  | Trench box extends at least 18 inches above the vertical wall of the excavation, and to within 2 feet of the bottom of the trench (or less if soil collapsing behind or below trench box). |
|  |  |  | Trench box installed in accordance with manufacturers specific instructions and use limitations. |
|  |  |  | Trench box inspected for damage or defects and pins and spreaders are securely installed. |
|  |  |  | If other soil protective systems are used, they are installed in accordance with manufacturers  Instructions OR are approved by a Registered Professional Engineer. |
|  |  |  | All employees at worksite are trained in trenching safety procedures. |
|  |  |  | Surface encumbrances such as utility poles and heavy equipment is supported or removed. |
|  |  |  | Heavy equipment safety zone at least 1½ times depth of trench for if not supported. |
|  |  |  | Employees protected from loose rock or soil. |
|  |  |  | Spoils, materials, and equipment are set back a minimum of 2' from edge of excavation. |
|  |  |  | Walkways and bridges over excavations 6' or more in depth are at least 20 inches wide and  are equipped with required guardrails. |
|  |  |  | Ladders are placed no more than 25 feet apart. |
|  |  |  | Employees prohibited from working or walking under suspended loads. |
|  |  |  | Employees prohibited from working on faces of sloped or benched excavations above other employees. |
|  |  |  | Warning system established and used when mobile equipment is operating near edge of excavation. |
|  |  |  | Barriers provided if trench opening is not readily apparent. |
|  |  |  | Barriers/fences are available to secure area if left overnight. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **Excavation** |
|  |  |  | Hard hats are worn by all employees. |
|  |  |  | Work boots or safety shoes are worn by all employees. |
|  |  |  | Eye protection is worn by all employees (if applicable). |
|  |  |  | Hearing protection is worn by all employees (if applicable). |
|  |  |  | Warning vests or other highly visible PPE is provided and worn by all employees exposed to vehicular traffic. |
| **Yes** | **No** | **N/A** | **Utilities** |
|  |  |  | Utility companies contacted and/or utilities located. |
|  |  |  | Exact location of utilities marked when near excavation. |
|  |  |  | Underground installations protected, supported, or removed when excavation is open. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **Wet Conditions** |
|  |  |  | Precautions are taken to protect employees from accumulation of water. |
|  |  |  | Water removal equipment is monitored by Competent Person. |
|  |  |  | Surface water is controlled or diverted. |
|  |  |  | Inspection is made after each rainstorm. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **Hazardous Atmosphere** |
|  |  |  | Atmosphere is tested when there is a possibility of oxygen deficiency or build-up of  hazardous gases. If yes, atmosphere will be tested every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  |  |  | Oxygen content is between 19.5% and 21%. |
|  |  |  | Flammable gas build-up to 20% of lower explosive limit (LEL). |
|  |  |  | Toxic Levels of gases are below limits set on gas monitor. |
|  |  |  | Ventilation blowing into space and air intake is placed away from vehicle exhaust. |
|  |  |  | Program Manager is contacted if atmosphere is above established limits. Source of contaminant to be determined and eliminated prior to entry or Program Manager will establish special procedures for entry. |

|  |
| --- |
| **Emergency Procedures for Trench Cave-Ins**   * **GET ALL OTHER EMPLOYEES OUT OF THE TRENCH!** * **CALL 911 NOTIFY COMPETENT PERSON** * **Note time** * **Note location of trapped worker(s)** * **Leave all victim’s hand tools in place** * **Shut down all heavy equipment** * **Stop nearby traffic that may cause vibration** * **Keep everyone back from trench at least 50 feet** * **Gather information for rescue team** * **WAIT for rescue team. Do not attempt to rescue.**   *Note: Do not attempt to dig the person out using hand tools or heavy equipment. This could cause the trench to collapse further and could cause further injuries!* |