

Daily Worksite Checklist

for Trench/Excavation Sites

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

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

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| **Signature of Competent Person:** |

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| **Yes** | **No** | **N/A** | **Excavation** |
|  |  |  | The 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). |
|  |  |  | The trench box installed in accordance with the manufacturer's 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 the worksite are trained in trenching safety procedures. |
|  |  |  | Surface encumbrances such as utility poles, heavy equipment supported, or removed. |
|  |  |  | Heavy equipment safety zone at least 1½ times depth of trench or if not supported. |
|  |  |  | Employees protected from loose rock or soil. |
|  |  |  | Spoils, materials, and equipment set back a minimum of 2' from the edge of the excavation. |
|  |  |  | Walkways and bridges over excavations 6' or more in-depth are at least 20 inches wide and  are equipped with required guardrails. |
|  |  |  | Ladders 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. |
|  |  |  | The warning system established and used when mobile equipment is operating near the edge of the excavation. |
|  |  |  | Barriers provided if trench opening is not readily apparent. |
|  |  |  | Barriers and fences are available to secure the area if left overnight. |

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| **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. |
|  |  |  | The exact location of utilities marked when near excavation. |
|  |  |  | Underground installations protected, supported, or removed when excavation is open. |

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

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| **Yes** | **No** | **N/A** | **Hazardous Atmosphere** |
|  |  |  | The atmosphere is tested when there is a possibility of oxygen deficiency or the build-up of  hazardous gases. If yes, atmosphere will be tested every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  |  |  | Oxygen content is between 19.5% and 21%. |
|  |  |  | The flammable gas build-up to 20% of the 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 the atmosphere is above established limits. The Source of contaminant to be determined and eliminated before entry or Program Manager will establish special procedures for entry. |

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| **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 victims 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 the rescue team** * **WAIT for the 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!!!!* |