

EXCAVATION DAILY CHECKLIST

COMPANY PERFORMING WORK: _____

LOCATION OF EXCAVATION: _____

TRENCH SIZE: Depth: _____ Length: _____ Width: _____

YES	NO	NA	
			If 4 feet deep or greater, a confined space permit is required for entry.
			If 4 feet deep or greater, a protective system is required.
			Excavation and protective systems inspected by competent person before work begins.
			Surface encumbrances supported or removed.
			Employees protected from loose rock or soil.
			Necessary PPE worn by all employees.
			Materials and equipment set back a safe distance from the edge of excavation (3 feet minimum).
			Barricade tape procedures followed.
			A means of egress provided for all trenches 4 feet deep or greater.
			A means of safe egress must be within 25 feet of all employees.
			Walkways and bridges over excavations 4 feet deep or greater must have guardrails.
			High-visibility warning vests provided and worn by employees exposed to vehicular traffic.
			Employees prohibited from working or walking under suspended loads or equipment.
			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.
			Precautions taken to protect employees from accumulation of water. Employees not allowed to work in water.
			Surface water controlled or diverted.
			Inspection made after each rainstorm by competent person.
			Utility company contacted or utilities located.
			Location of utilities marked.
			Atmosphere tested when there is a possibility of oxygen deficiency or buildup of hazardous gases.

Competent Person: _____
(Print Name) (Signature)

_____ am / pm
(Date) (Time)

Distribution: Following project completion, send to Safety Coordinator along with Excavation Permit for recordkeeping.