

# Daily Worksite Checklist for Trenching/ Excavation Sites

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| --- | --- | --- | --- | --- | --- |
|  | 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 manufacturer’s instructions OR are approved by a Registered Professional Engineer. |
|  |  |  |  | All employees at worksite trained in trenching safety procedures. |
|  |  |  |  | Surface encumbrances such as utility poles, heavy equipment supported or removed. |
|  |  |  |  | Heavy equipment safety zone at least 11/2 times depth of trench for if not supported. |

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|  | 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 taken to protect employees from accumulation of water. |
|  |  |  |  | Water removal equipment monitored by Competent Person. |
|  |  |  |  | Surface water controlled or diverted. |
|  |  |  |  | Inspection made after each rainstorm. |
|  | Yes | No N/A | ***Hazardous Atmosphere*** |
|  |  |  |  | Atmosphere 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 placed away from vehicle exhaust. |
|  |  |  |  | Program Manager 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 timeNote location of trapped worker(s) Leave all victims hand tools in placeShut down all heavy equipmentStop nearby traffic that may cause vibrationKeep everyone back from trench at least 50 feet Gather information for rescue teamWAIT 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!!!! |