

# Daily Excavation / Trench Inspection Checklist

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Project Title:

Competent Person:

Date:

Project Location (be specific):

Approximate Air Temperature:

Wind Direction:

Excavation Depth / Width:

Soil Classification:

Protective system(s) in use:

Work activities in excavation:

Is excavation / trench deeper than 4 feet? Yes No

*If yes, competent person must make a confined space determination. Reference confined space plan if applicable.*

**Instructions:** Indicate whether each item is acceptable or not acceptable by placing a check mark in the "Yes" or "No" box. If any feature of the excavation / trench is not acceptable, no entry into the excavation shall be permitted until proper controls have been implemented / addressed. If an item does not apply, please select the N/A option.

General Conditions			
	Acceptable		
Employees are protected from cave-ins & loose rock/soil that could roll into the excavation	N/A	Yes	No
Spoil piles, materials & equipment is set back a minimum of 2 feet from the excavation edge	N/A	Yes	No
Engineering designs for sheeting / shielding / shoring and/or manufacturer's tabulated data are on site	N/A	Yes	No
Adequate signage and barricades are provided, warning of the excavation / trench area	N/A	Yes	No
Has perimeter protection been provided (i.e. public protection system / barricades / signs) (if required)	N/A	Yes	No
Competent person has conducted training w/employees on-site prior to entering the excavation	N/A	Yes	No

Utilities / Surface Encumbrances / Wet Conditions / Hazardous Atmospheres / Access & Egress			
	Acceptable		
Utility company contacted & given 48 hrs notice -or- utility locates have already been performed	N/A	Yes	No
Overhead power lines are located, noted and reviewed with operator	N/A	Yes	No
Location of located utilities have been reviewed with equipment operators	N/A	Yes	No
Utilities which cross the excavation will be or have been supported or removed	N/A	Yes	No
Underground installations in the trench area will be or have been supported or removed	N/A	Yes	No
Surface encumbrances within the affected zone have been removed or supported	N/A	Yes	No
Equipment and methods to de-water the excavation have been established	N/A	Yes	No
Soil inside / around the excavation shows signs of sloughing / fissures / cracks or is unstable	N/A	Yes	No
Surface water runoff is diverted / controlled to prevent accumulation inside the excavation	N/A	Yes	No
Excavation is re-inspected after every rainstorm or severe weather event	N/A	Yes	No
Atmospheric conditions inside the excavation have been tested and found to be safe for entry	N/A	Yes	No
Ventilation is implemented in excavations which are oxygen rich / deficient / toxic (reference CS plan)	N/A	Yes	No
Ventilation is implemented to ensure LEL is below 10% (reference CS plan)	N/A	Yes	No
Emergency rescue equipment or team is available where hazardous atmospheric conditions inside the excavation could or do exist. (reference confined space plan, if applicable)	N/A	Yes	No
If trench is over 6 foot in depth (vertical walls), fall protection has been established	N/A	Yes	No
Access / egress (ladder, ramp, etc.) is no further than 25 feet from any employee / work area	N/A	Yes	No
Ladders are provided in trenches over 4' in depth, extend 36" past the working surface and are secured	N/A	Yes	No
Wood ramps constructed of uniform material thickness, cleated together at the bottom	N/A	Yes	No
Employees are protected from cave-ins / vertical soil walls when entering / exiting the excavation	N/A	Yes	No

**A copy of this inspection must be kept on site for record-keeping purposes. Please deliver completed copies to the Centennial Superintendent.**

\_\_\_\_\_  
Competent Person Signature

\_\_\_\_\_  
Date