

# Pre-Task Daily Trenching and Excavation Checklist

<b>Company:</b>	<b>Project:</b>		
<b>Location:</b>	<b>Date:</b>	<b>Time:</b>	
<b>Competent Person:</b>	<b>Soil Classification:</b>	<b>Depth:</b>	<b>Width:</b>
<b>Type of Protective System:</b>			

Yes N/A

## Utilities

- Called 811 at least 2-3 business days prior to performing any excavation activity (Check state requirements)
- Utility companies contacted and approximate location properly marked and identified?
- Underground installations protected, supported, or removed when excavation is open?
- Overhead utilities marked and workers kept a minimum of 10' away from power lines (Note: Distance increases as voltage increases – Check OSHA requirements)

## Trench/Excavation Assessment

- Visual and manual test performed for soil classification?
- Is the excavation 20' or greater? If so, then have protective systems been designed by a registered professional engineer?
- Is the excavation 5' or greater? If so, have protective systems been implemented such as proper sloping, benching, or shoring?
- Is the excavation 4' or greater? If so, has ladder access/egress been provided every 25' for workers?
- Ladder extends 3' above surface landing?
- Spoils, materials, and equipment set back a minimum of 2' from edge of excavation?
- Are employees protected from cave-ins while entering or exiting the excavation?
- Is the excavation protected to prevent workers and pedestrians from falling in?
- Is excavation 6' or greater? If so, have fall protection systems been implemented?
- Atmospheric conditions tested if hazards reasonably exist (Oxygen, LEL, CO, H2S) and rescue system in place?

## Shoring Systems

- Shoring systems include a tabulated data from the manufacturer?
- Shoring systems been inspected for defects?
- Pins, keepers, and spreaders installed properly?
- Shoring system a minimum of 18" above surface?
- Shoring no more than 2' above the bottom of the trench?

## Sloping/Benching Systems

- Stable Rock – Vertical (90°)
- Type A – ¾ : 1 (53°)
- Type B – 1 : 1 (45°)
- Type C – 1 ½ : 1 (34°)



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