San Diego State University
Excavation, Trenching, and Shoring Checklist

Date: _____Time: _____

Location:_____Job Site: _____

Shop:_____

Work Order/ Description of Work: _____
_____

Competent Person: _____

Soil Type: _____Soil Classification: _____

Excavation Depth: _____ Excavation Width: _____

An inspection shall be conducted by a Competent Person prior to the start of work and as required throughout the shift to identify any existing and predictable hazards or working conditions that are hazardous, unsanitary, or dangerous to employees. Inspections shall be made after every rain storm or other hazard increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated.

1. Are employees informed of general excavation site hazards, hazards specific to this job site, and emergency procedures? ___Yes ___No ___NA

2. Is personal protective equipment made available and used by employees? ___Yes ___No ___NA

3. Are employees appropriately protected from loose rock or soil that could pose a hazard in the excavation? ___Yes ___No ___NA
Type of Protective System Used: _____

4. Was the protective system installed in accordance with design? ___Yes ___No ___NA

5. Are materials and equipment used for the protective system selected based on soil analysis, trench depth, and expected loads? ___Yes ___No ___NA

6. Are protective system materials and equipment inspected, in good condition, and securely fastened? ___Yes ___No ___NA

7. Have support systems been provided to ensure the stability of adjacent structures? ___Yes ___No ___NA

8. Are walkways and bridges over excavations over 6 feet in depth and wider than 30 inches equipped with standard guardrails and toe boards? ___Yes ___No ___NA

9. Are all excavated soil, materials, and equipment located at least 2 feet away from the edge of the excavation? Yes___ No____ NA___

10. Is the surrounding area free of hazards, for example trees and boulders? ___Yes ___No ___NA

11. Are trenching operations adequately secured from traffic in the area using barricades? ___Yes ___No ___NA

12. Is the trenching operation area free from vibrations from equipment or traffic? ___Yes ___No ___NA

13. Are highly visible vests or other clothing worn by all employees exposed to vehicular traffic? ___Yes ___No ___NA

14. Have all surface encumbrances that are located so as to create a hazard to employees been removed or supported to safeguard employees? ___Yes ___No ___NA

15. Have utilities been identified and marked? ___Yes ___No ___NA

16. Have utility owners or agencies been contacted? ___Yes ___No ___NA

17. When the excavation is opened are underground installations protected, supported, or removed? ___Yes ___No ___NA

18. Is physical barrier protection installed when the site is left unattended? ___Yes ___No ___NA

19. If excavation is 4 feet or more in depth, is a means of egress provided every 25 feet? ___Yes ___No ___NA

20. Are ladders secured and extended 3 feet above the edge of the trench? ___Yes ___No ___NA

21. Are precautions taken to protect employees from accumulation of water? ___Yes ___No ___NA

22. Is surface water controlled to prevent accumulation in the excavation? ___Yes ___No ___NA

23. Is water removal equipment monitored by a Competent Person? ___Yes ___No ___NA

24. If there is a reasonable possibility of an oxygen deficiency, combustible, or other harmful contaminant was the atmosphere tested and determined to be safe? ___Yes ___No ___NA

Use this section to explain any "No" answers and include any additional comments:

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I have inspected the excavation job site indicated above where work is to be performed. Based on my observations the area is secure for employees to enter and begin work.
Competent Person: _____
Signature:_____

I have inspected the excavation job site indicated above where work is to be performed. Based on my observations the area is <u>not</u> secure for employees to enter and begin work. Please see the comments section for an explanation.
Competent Person: _____
Signature:_____