|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | |
| **Date:** | |  | | | |
| **Job Number:** | |  | | | |
| **Location** | |  | | | |
| **Soil Classification** | |  | | | |
| **Excavation Depth** | |  | | | |
| **Type of Protective System Used** | |  | | | |
| **Checklist** | | | **Y** | **N** | **N/A** |
| **General Inspection of Jobsite** | | | | | |
| Excavations, adjacent areas, and protective systems inspected by a competent person daily before the start of work | | |  |  |  |
| Competent person has the authority to remove employees from the excavation immediately | | |  |  |  |
| Surface encumbrances removed or supported | | |  |  |  |
| Employees are protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation | | |  |  |  |
| Hard hats are worn by all employees | | |  |  |  |
| Spoils, materials, and equipment set back at least two feet from the edge of the excavation | | |  |  |  |
| Barriers provided at all remotely located excavations, wells, pits, shafts, etc. | | |  |  |  |
| Walkways and bridges over excavations four feet or more in depth are equipped with standard guardrails and toeboards. | | |  |  |  |
| Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic. | | |  |  |  |
| Employees are required to stand away from vehicles being loaded or unloaded. | | |  |  |  |
| Warning system is established and utilised when mobile equipment is operating near the edge of the excavation. | | |  |  |  |
| Employees are prohibited from going under suspended loads. | | |  |  |  |
| Employees are prohibited from working on the faces of slopes or benched excavations above other employees. | | |  |  |  |
| **Utilities** | | | | | |
| Utility companies contacted and/or utilities located. | | |  |  |  |
| Exact location of utilities marked. | | |  |  |  |
| Underground installations are protected, supported, or removed when excavation is open. | | |  |  |  |
| **Means of Access and Egress** | | | | | |
| Lateral travel to means of egress no greater than 7 metres in excavations four feet or more in depth. | | |  |  |  |
| Ladders used in excavations secured and extended 1 metre above the edge of the trench. | | |  |  |  |
| Structural ramps used by employees designed by a competent person. | | |  |  |  |
| Structural ramps used for equipment designed by a registered professional engineer. | | |  |  |  |
| Ramps constructed of materials of uniform thickness, cleated together on the bottom, equipped with no-slip surface. | | |  |  |  |
| Employees protected from cave-ins when entering or exiting the excavation. | | |  |  |  |
| **Wet Conditions** | | | | | |
| Precautions take to protect employees from the accumulation of water | | |  |  |  |
| Water removal equipment monitored by a competent person. | | |  |  |  |
| Surface water or runoff diverted or controlled to prevent accumulation in the excavation | | |  |  |  |
| Inspections made after every rainstorm or other hazard-increasing occurrence. | | |  |  |  |
| **Hazardous Atmosphere** | | | | | |
| Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible or other harmful contaminant exposing employees to a hazard. | | |  |  |  |
| Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or to other hazardous atmospheres | | |  |  |  |
| Ventilation provided to prevent employee exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas. | | |  |  |  |
| Testing conducted often to ensure that the atmosphere remains safe. | | |  |  |  |
| Emergency equipment, such as breathing apparatus, safety harness and lifeline, and/or basket stretcher readily available where hazardous atmospheres could or do exist. | | |  |  |  |
| Employees trained to use personal protective and other rescue equipment. | | |  |  |  |
| Safety harness and lifeline used and individually attended when entering bell bottom or other deep confined excavations. | | |  |  |  |
| **Support Systems** | | | | | |
| Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads | | |  |  |  |
| Materials and equipment used for protective systems inspected and in good condition | | |  |  |  |
| Materials and equipment not in good condition have been removed from service | | |  |  |  |
| Damaged materials and equipment used for protective systems inspected by a registered professional engineer (RPE) after repairs and before being placed back into service | | |  |  |  |
| Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment | | |  |  |  |
| Members of support system securely fastened to prevent failure | | |  |  |  |
| Support systems provided in ensure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc. | | |  |  |  |
| Excavations below the level of the base or footing supported, approved by an RPE | | |  |  |  |
| Removal of support systems progresses from the bottom and members are released lowly as to note any indication of possible failure | | |  |  |  |
| Backfilling progresses with removal of support system | | |  |  |  |
| Excavation of material to a level no greater than two feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth | | |  |  |  |
| Shield system placed to prevent lateral movement | | |  |  |  |
| Employees are prohibited from remaining in shield system during vertical movement | | |  |  |  |
| **Name** |  | | | | |
| **Signature** |  | | | | |
| **Date** |  | | | | |