



TRENCH INSPECTION CHECKLIST

Location of Work: _____	Date: _____	
Description of Work: _____	Time: _____	
Competent Person Completing Checklist: _____		
Weather Conditions: _____		
Will trench and/or personnel be exposed to vehicular traffic?	YES	NO
If so, have proper workzone safety measures been taken?	YES	NO
Are all personnel wearing reflective traffic vests?	YES	NO
Is a vehicle/equipment placed as a physical barrier to the excavation?	YES	NO
Was a line location service (One Call) contacted?	YES	NO
Was the excavation area marked with white lines?	YES	NO
Is there a valid location ticket - less than 48 hours old?	YES	NO
Were all utilities properly located and marked?	YES	NO
Approximate Dimensions of Excavation:		
_____	_____	_____
Length	Width	Depth
Was a <i>visual</i> inspection of the soil performed while being excavated?	YES	NO
Was a <i>manual</i> inspection of the soil performed while being excavated?	YES	NO
Soil Type(s):	Stable Rock	Type A
	Type B	Type C
Type of Protective System Used:	Sloping/Benching	Shoring
	Trench Box	
Is excavated soil (spoils) at least 2 feet from the edge of excavation?	YES	NO
Has an appropriate ladder (extending < 3 above the top of the trench, and within 25 feet of all personnel) been provided for personnel to enter/exit the excavation?	YES	NO
Have atmospheric tests been conducted to ensure proper oxygen levels (19.5% - 23.5%) and for any flammables are less than <10% of LEL, and for the presence of any other toxic or hazardous atmosphere?	YES	NO
If atmospheric hazards are present, have measures been taken to control them and has atmospheric tested continued for the duration of the project?	YES	NO
Have all personnel been advised of any identified hazards?	YES	NO
If excavation is to remain open overnight, have adequate barriers been placed and are proper warnings for vehicular traffic posted?	YES	NO
Comments: _____		

All unsafe conditions must be corrected prior to any personnel entering into an excavation. If any hazardous conditions are identified, all personnel in the trench must be immediately evacuated until proper corrective actions have been taken and the site is again deemed safe.

Signature of Competent Person



Excavation Safety Notes

The location of sewer, telephone, fuel, electric, water, or any other underground installations or wires encountered during excavation work shall be determined and marked prior to opening an excavation in accordance with One Call and Railroad Commission of Texas requirements.

Employees who perform work in excavations are trained in the requirements and aware of their responsibilities and know how to perform work safely.

Prior to excavation, the site shall be thoroughly inspected by the Supervisor to determine if special safety measures must be taken.

Barricades, walkways, lighting, and posting shall be provided as necessary for the protection of the public prior to the start of excavation operations.

When portable ladders are used, the ladder side rails shall extend a minimum of three (3) feet above the upper surface or the excavation.

Each employee in an excavation shall be protected from cave-ins by an adequate protective system (sloping, benching, shoring, or shielding), unless excavations are made entirely in stable rock or are less than five feet deep and examination of the ground by a competent person provides no indication of a potential cave-in.

When choosing protective system, a competent person shall take into consideration soil type, vibration sources, previously disturbed soil, layered soil, presence of water, heavy equipment work adjacent to the excavation, limited work area, and other hazard increasing conditions.

Employees shall not work in excavations in which there is accumulated water or in an excavation in which water accumulates unless adequate precautions have been taken to protect employees.

No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

All mobile equipment (front end loaders, bulldozers, and dump trucks) shall be equipped with a warning device such as a backup alarm. When mobile equipment is operated adjacent to an excavation, a warning system shall be utilized such as spotter, barricades, hand or mechanical signals, or stop logs.

Each employee working at the edge of an excavation six (6) feet or deeper shall be protected from falling. Fall protection shall include guardrail systems, fences, barricades, or covers.

In excavations deeper than four feet with the potential for a hazardous atmosphere or oxygen deficiency, air testing shall be conducted before employees can enter an excavation and as often as necessary to ensure the atmosphere remains safe. Ventilation or respiratory protection may be needed to protect employees from harmful atmospheres. Acceptable Conditions = Oxygen 19.5% - 23.5%, LEL <10%, H₂S <10ppm and CO <35ppm

When excavations are left open, warning devices, barricades, or guardrails shall be placed to adequately protect employees and the public.