

DAILY TRENCHING CHECKLIST
(To be completed by the Competent
Person on the jobsite)

Project Location:	
Weather:	Trench Dimension: (length x width x depth)
Signature (Competent Person):	Date:

General Inspection of Jobsite:	
a. Are surface obstacles removed or supported?	Yes / No / NA
b. If necessary, are hard hats worn by all employees?	Yes / No / NA
c. Are spoils, materials, and equipment set back at least 2 feet from the edge of the excavation?	Yes / No / NA
d. Are barriers provided at all remotely located excavations, wells, pits, shafts, etc.?	Yes / No / NA
e. Are walkways and bridges over excavations 4 feet or more in depth equipped with standard guardrails and toeboards?	Yes / No / NA
f. Are warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic?	Yes / No / NA
g. Are employees standing away from vehicles being loaded or unloaded?	Yes / No / NA
h. Has a warning system been established and utilized when mobile equipment is operating near the edge of the excavation?	Yes / No / NA
i. Were employees briefed and prohibited from going under suspended loads?	Yes / No / NA
j. Are employees prohibited from working on the faces of sloped or benched excavations above other employees?	Yes / No / NA
k. Are employees protected from loose rocks or soil that could pose a hazard by falling or rolling into the excavation?	Yes / No / NA

Utilities:	
a. Are underground installations protected, supported, or removed when excavation is open?	Yes / No / NA

Means of Access and Egress:	
a. Is lateral travel to means of egress no greater than 25 feet in excavations 4 feet or more in depth?	Yes / No / NA
b. Are ladders used in excavations secured and extended 3 feet above the edge of the trench?	Yes / No / NA
c. Are employees protected from cave-ins when entering/exiting the excavation?	Yes / No / NA
d. If erected, are ramps constructed of materials of uniform thickness, cleated together on the bottom, equipped with no-slip surface?	Yes / No / NA

Wet Conditions:	
a. Is surface water or runoff diverted or controlled to prevent	Yes / No / NA

accumulation in the excavation?	
b. Are precautions being taken to protect employees from the accumulation of water?	Yes / No / NA
c. Is water removal equipment monitored by a competent person?	Yes / No / NA
d. Is this inspection being conducted after a rainstorm?	Yes / No / NA

Hazardous Atmosphere:	
a. When required, is testing being conducted often to ensure that the atmosphere remains safe.	Yes / No / NA
b. Are adequate precautions being taken to protect employees from exposure to hazardous atmosphere?	Yes / No / NA

Support Systems:	
a. Are materials and equipment used for protective systems inspected and in good condition?	Yes / No / NA
b. Are materials and equipment not in good condition being removed from service?	Yes / No / NA
c. Are protective systems installed without exposing employees to hazards of cave-ins, collapses, or threat of being struck by materials or equipment?	Yes / No / NA
c. Are members of support system securely fastened to prevent failure?	Yes / No / NA
d. Are support systems provided to ensure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.?	Yes / No / NA
e. Is removal of the support system being done from the bottom and the members released slowly?	Yes / No / NA
f. Is backfilling progressing with removal of the support system?	Yes / No / NA
g. Is a shield system placed to prevent lateral movement?	Yes / No / NA
h. Are employees prohibited from remaining in the shielded system during vertical movement?	Yes / No / NA

Corrective Action(s) Completed and Comments:

Reviewed by: _____
(Supervisor's Signature)

Date