

**EXCAVATION CHECKLIST**  
 (To be completed by Supv/Work Leader  
 prior to starting excavation)

<b>SITE LOCATION:</b>	
<b>PLANNED SIZE OF EXCAVATION:</b> (L x W x:D)	
<b>TYPE OF PROTECTIVE SYSTEM USED:</b> Shoring/Trench Box/Sloping/Benching/NA	
<b>PURPOSE OF EXCAVATION:</b>	
<b>DURATION OF EXCAVATION:</b>	
<b>NAME AND PHONE No. OF THE NEAREST EMERGENCY MEDICAL FACILITY:</b>	
_____	<b>Ph. No.</b>

<b>Prior to Excavation:</b>	
a. Is the excavation located in a remote location?	Yes / No / NA
b. Has the Safety Office been notified?	Yes / No / NA
b. Has a Competent person been assigned to the jobsite?	Yes / No / NA
c. Has the Competent Person been briefed on the Daily Inspection Log?	Yes / No / NA
d. Has the Competent person been briefed on his authority to remove any employee from the excavation immediately?	Yes / No / NA
e. Will employees be exposed to vehicular traffic?	Yes / No / NA

<b>Utilities:</b>	
a. Are the exact locations of utilities marked?	Yes / No / NA
b. Has the utility company been contacted and/or utilities located?	Yes / No / NA

<b>Means of Access and Egress:</b>	
a. Will structural ramps be required for the job?	Yes / No / NA
b. If required, is it being designed by a professional engineer (RPE)?	Yes / No / NA

<b>Hazardous Atmosphere:</b>	
a. If required, have arrangements been made to test the excavation for oxygen, combustible, or other harmful contaminant?	Yes / No / NA
b. Are employees assigned to the job trained to use personal protective equipment?	Yes / No / NA

<b>Support Systems:</b>
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a. Are materials and/or equipments for support systems selected based on soil analysis, trench depth, and expected loads?	Yes / No / NA
b. Are damaged materials and equipment used for protective systems been inspected by a registered professional engineer (RPE) after repairs and <b>before</b> being placed back into service?	Yes / No / NA

Supervisor/Work Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Post Excavation

1. When was the job completed and the excavation backfilled?

Date: \_\_\_\_\_

2. Were daily checks completed by a Competent Person and kept in the log?

Yes

No. Explain: \_\_\_\_\_

3. **Send this checklist to O9K when excavation is completed.**