

Daily Excavation/Trenches Safety Inspection Checklist and Inspection Log

A supervisor/competent person shall make daily safety inspections of excavations/trenches, adjacent areas, and protective systems for evidence of situations that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, and other hazardous conditions. The supervisor/competent person shall conduct inspections daily and after other potential hazard increasing occurrences (heavy rain, etc.). These inspections are required only when worker exposure can be reasonably anticipated in excavations over 4 ft deep and to be occupied by workers.

Verify the following items (as applicable) and document results on the inspection log below.

- Workers have been briefed on excavation hazards related to work.
- Area surrounding excavation has been protected and barricaded.
- Utilities have been located, protected and marked.
- Excavations over 4 ft deep are properly sloped/shielded/shored.
- Foundations, structures, appurtenances, etc., are supported.
- Protective systems used are in accordance with mfr. Specs/ design.
- Sloping/protective systems have been checked for evidence of failure (soil distress, soil fissures, structural damage, etc.)
- A means of worker escape (stairway, ladder, ramp) is available within 25 ft lateral travel of all workers in the excavation.
- Walkways or bridges, with standard guardrails, are provided where persons are required to cross the excavation/trench.
- Excavation spoils and materials have been placed at least 2 ft away from the edge of the excavation/trench.
- Determination has been made as to whether the excavation/trench is considered a confined space (non-permit or permit required).
- The excavation/trench is safe for workers to enter.
- Changes in work scope, site conditions or hazards have been reviewed with excavation workers, as they have occurred.
- Corrective measures have been taken to eliminate existing and predictable hazards.

