# Appendix 18-B
# Trench/Excavation Inspection Checklist

**Date:** _____ **Location:** _____

**Project Name:** _____ **Project Number:** _____

**Weather:** _____ **Type of Work:** _____

**TRENCH STATISTICS**

**Depth:** _____ **Width:** _____ **Length:** _____ **Soil Type:** _____

**Competent Person:**_____

| No. | YES | NO | GENERAL CONDITIONS |
|---|---|---|---|
| 1. | ☐ | ☐ | Excavations, adjacent areas and protective systems inspected by the designated Competent Person daily. |
| 2. | ☐ | ☐ | Competent Person has the authority to remove workers from the excavation immediately. |
| 3. | ☐ | ☐ | Surface encumbrances supported or removed. |
| 4. | ☐ | ☐ | Workers protected from loose rock or soil that could fall or roll into the excavation. |
| 5. | ☐ | ☐ | All personnel are wearing the required Personal Protective Equipment (PPE). |
| 6. | ☐ | ☐ | Spoils, materials and equipment is set back a minimum of two (2) feet from the edge of the excavation. |
| 7. | ☐ | ☐ | Walkways and bridges over excavations of five (5) feet or more in depth, equipped with guardrails. |
| 8. | ☐ | ☐ | Workers are prohibited from working under suspended loads. |
| 9. | ☐ | ☐ | Workers are prohibited from working on the excavation slope or face above other workers. |

| No. | YES | NO | UTILITES |
|---|---|---|---|
| 1. | ☐ | ☐ | Dig-Alert has been contacted. |
| 2. | ☐ | ☐ | All potentially impacted utility companies have been contacted. |
| 3. | ☐ | ☐ | All utility locations have been marked and reviewed with the excavator operator and spotter. |
| 4. | ☐ | ☐ | Underground installations have been protected, supported or removed while the excavation is open. |
| 5. | ☐ | ☐ | The As-Builts for the property have been reviewed prior to excavating. |

| No. | YES | NO | ACCESS/EGRESS |
|---|---|---|---|
| 1. | ☐ | ☐ | Lateral travel distance to a means of egress does not exceed twenty-five (25) feet for excavations greater than four (4) feet in depth. |
| 2. | ☐ | ☐ | Ladders extend three (3) feet above the edge of the trench and are properly secured. |
| 3. | ☐ | ☐ | Employees are protected from cave-ins while entering and exiting the excavation. |

| No. | YES | NO | WET CONDITIONS |
|---|---|---|---|
| 1. | ☐ | ☐ | Precautions have been taken to protect employees from water accumulation. |
| 2. | ☐ | ☐ | The Competent Person is monitoring the water removal equipment. |
| 3. | ☐ | ☐ | Surface water is being controlled and diverted. |
| 4. | ☐ | ☐ | The Competent Person is performing an inspection after each rainstorm. |