SUNBELT CONTROLS

Appendix 18-A
Pre-Plan Trench/Excavation Checklist

Name of Foreman:_____

Project Name:_____

Project Address:_____

Name of Competent Persons:_____

Date Excavation is to commence:_____

Date Excavation is to be completed:_____

INSTRUCTIONS – As each task is completed check the appropriate box. Once all pre-planning is complete fax this report with supporting documentation to the Safety Manager at *(818) 240-8579*. This report must be faxed prior to the commencement of the excavation.

☐ Dig-Alert Contacted. Report #: _____

☐ Consulted As-built for underground Utilities

☐ Trench Notification Form completed and faxed to Cal/OSHA.

☐ Trench Notification Form completed and faxed to the Safety Department.

☐ Contacted Safety Department of the Excavation. Date/Time:_____/_____

☐ Fax copy of excavation map to Safety Department with this form

☐ Copy of company trench permit is onsite.

☐ Copy of Trench Inspection Reports available onsite

☐ Ordered proper shoring.

☐ Faxed copy of tabulated data for shoring to the Safety Department with this form.

☐ Proper fencing/barricades have been ordered for public protection.

☐ Hand excavation will be performed within 2 feet of all utilities.

The signature below certifies the following steps have been taken prior to excavating below 4 feet in depth.

_____ Print Name of Foreman

_____ Signature of Foreman