



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