



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. | <input type="checkbox"/> | <input type="checkbox"/> | Excavations, adjacent areas and protective systems inspected by the designated Competent Person daily. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Competent Person has the authority to remove workers from the excavation immediately. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Surface encumbrances supported or removed. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Workers protected from loose rock or soil that could fall or roll into the excavation. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | All personnel are wearing the required Personal Protective Equipment (PPE). |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Spoils, materials and equipment is set back a minimum of two (2) feet from the edge of the excavation. |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Walkways and bridges over excavations of five (5) feet or more in depth, equipped with guardrails. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Workers are prohibited from working under suspended loads. |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Workers are prohibited from working on the excavation slope or face above other workers. |

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

| No. | YES | NO | ACCESS/EGRESS |
|-----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | 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. | <input type="checkbox"/> | <input type="checkbox"/> | Ladders extend three (3) feet above the edge of the trench and are properly secured. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Employees are protected from cave-ins while entering and exiting the excavation. |

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