

Construction eTool Guide for Daily Inspections of Trenches and Excavations

Project:

Weather:

Date:

Trench Depth:

Soil Type:

Width:

Length:

Type of Protective System:

Yes	No	NA	Excavation
			Excavations and Protective Systems inspected by Competent Person daily, before start of work.
			Competent Person has authority to remove workers from excavation immediately
			Surface encumbrances supported or removed
			Employees protected from loose rock or soil
			Hard hats worn by all employees
			Spoils, materials, and equipment set back a minimum of 2' from edge of excavation
			Barriers provided at all remote excavations, wells, pits, shafts, etc.
			Walkways and bridges over excavations 6' or more in depth equipped with guardrails
			Warning vests, or other highly visible PPE provided and worn by all employees exposed to vehicular traffic
			Employees prohibited from working or walking under suspended loads
			Employees prohibited from working on faces of sloped or benched excavations above other employees
			Warning system established and used when mobile equipment is operating near edge of excavation
Yes	No	NA	Utilities
			Utility companies contacted and/or utilities located
			Exact location of utilities marked when near excavation and reviewed with operator
			Overhead lines located, noted, and reviewed with operator
			Underground installations protected, supported, or removed when excavation is open
Yes	No	NA	Wet Conditions
			Precautions taken to protect employees from accumulation of water
			Water removal equipment monitored by Competent Person
			Surface water controlled or diverted
			Inspection made after each rainstorm
Yes	No	NA	Hazardous Atmosphere
			Atmosphere tested when there is a possibility of oxygen deficiency or build-up of hazardous gases
			Oxygen content is between 19.5% and 21%
			Ventilation provided to prevent flammable gas build-up to 20% of lower explosive limit of the gas
			Testing conducted to ensure that atmosphere remains safe
			Emergency Response Equipment readily available where a hazardous atmosphere could or does exist

Yes	No	NA	Hazardous Atmosphere
			Employees trained in the use of Personal Protective and Emergency Response Equipment
			Safety harness and life line individually attended when employees enter deep confined excavation
Yes	No	NA	Entry & Exit
			Exit (i.e. ladder, sloped wall) no further than 25 feet from ANY employee
			Ladders secured and extend 3 feet above the edge of the trench
			Employees protected from cave-ins when entering or exiting the excavation

Signature Competent Person:

Date: