**Daily Inspection for Excavations and Trenches**

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| Project: | | | | | Date: | Weather: | Soil Type: |
| Excavation  Depth: | | | | Length: | Width: | Type of Protective System(s): | |
| Competent Person: | | | | | | Employer: | |
| XXXXX Competent Person or FSO: | | | |  | | | |
| Purpose of Excavation: | | | |  | | | |
|  | | | | | | | |
|  | | | | | | | |
| Yes | No | N/A | **Excavation** | | | | |
|  |  |  | Protective system inspected and appropriate for task. | | | | |
|  |  |  | Access/egress system(s) established and appropriate. | | | | |
|  |  |  | 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. | | | | |
|  |  |  | Engineering drawings and procedures available on site if excavation is greater than 20 feet in depth. | | | | |

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| Yes | No | N/A | **Utilities** |
|  |  |  | Utility companies contacted and/or utilities located. |
|  |  |  | Utility locate permit available on site. |
|  |  |  | Exact location of utilities marked when near excavation. |
|  |  |  | Underground installations protected, supported, or removed when excavation is open. |

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| Yes | No | N/A | **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. |

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| Yes | No | N/A | **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%. | |
|  |  |  | Natural or forced ventilation provided to prevent flammable gas build-up to 10% 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. | |
|  |  |  | Emergency Response Equipment attended when workers within excavation. | |
|  |  |  | Employees trained in the use of Personal Protective and Emergency Response Equipment. | |
|  |  |  |  | |
| Signature of Competent Person and Date | | | |  | |

This Daily Inspection Checklist is to be completed for each excavation by the named Competent Person and maintained in Project files.

See also: Guide for Daily Inspection of Trenches and Excavations - OSHA Construction eTool

<http://www.osha.gov/SLTC/etools/construction/trenching/excavchec.html>