[Trenching and Excavation](https://www.osha.gov/SLTC/etools/construction/trenching/mainpage.html" \o "Trenching and Excavation)

Guide for Daily Inspection of Trenches and Excavations

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Project: 

Weather: 

Soil Type: 

Type of Protective System: 

Depth: Width: Length: 

| **Yes** | **No** | **NA** |  | **Excavation** |
| --- | --- | --- | --- | --- |
|  |  |  |  | Excavations and Protective Systems inspected by [Competent Person](https://www.osha.gov/SLTC/etools/construction/trenching/competent_person.html) daily, before start of work. |
|  |  |  |  | [Competent Person](https://www.osha.gov/SLTC/etools/construction/trenching/competent_person.html) 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. |
|  |  |  | 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](https://www.osha.gov/SLTC/etools/construction/trenching/competent_person.html). |
|  |  |  | Surface water controlled or diverted. |
|  |  |  | Inspection made after each rainstorm. |

|  | **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. |
|  |  |  | 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. |
|  |  |  |  |

Signature of [Competent Person](https://www.osha.gov/SLTC/etools/construction/trenching/competent_person.html): Date: Bottom of Form

For an online, fileable guide go to: <https://www.osha.gov/SLTC/etools/construction/trenching/excavchec.html>

**Certain activities or safety procedures at a construction site require design, inspection or supervision by a competent person. The OSHA Construction Standard defines a competent person as someone who is:**

* **capable of identifying existing and predictable hazards in the surroundings, or**
* **working conditions which are unsanitary, hazardous, or dangerous to employees, and**
* **who has authorization to take prompt corrective measures to eliminate them.**

**Trenching and excavation work is dependent on these specialized employees because its highly technical nature, as well as its inherent hazards, require a greater level of training and experience than a normal worker would possess.**