

# TOTAL BACKING SAFETY

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## EXCAVATION CHECKLIST

(To be completed by a Competent Person)

|                                 |                   |                   |
|---------------------------------|-------------------|-------------------|
| Site Location:                  |                   |                   |
| Date:                           | Time:             | Competent Person: |
| Soil Type: (See Attached Form): |                   |                   |
| Soil Classification:            | Excavation Depth: | Excavation Width: |
| Type Of Protective System Used: |                   |                   |

Indicate for each item: YES - NO - or N/A for not applicable

|   |  |
|---|--|
| <b>1. General Inspection of Jobsite:</b>  |  |
| A. Excavations, adjacent areas, and protective systems inspected by a competent person daily before the start of work.    |  |
| B. Competent person has the authority to remove employees from the excavation immediately.                                |  |
| C. Surface encumbrances removed or supported.   |  |
| D. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation.        |  |
| E. Hard hats worn by all employees.   |  |
| F. Spoils, materials, and equipment set back at least two feet from the edge of the excavation.                           |  |
| G. Barriers provided at all remotely located excavations, wells, pits, shafts, etc.                                       |  |
| H. Walkways and bridges over excavations four feet or more in depth are equipped with standard guardrails and toeboards.  |  |
| I. Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic. |  |
| J. Employees required to stand away from vehicles being loaded or unloaded.   |  |
| K. Warning system established and utilized when mobile equipment is operating near the edge of the excavation.            |  |
| L. Employees prohibited from going under suspended loads.   |  |
| M. Employees prohibited from working on the faces of slopes or benched excavations above other employees.                 |  |
| <b>2. Utilities:</b>  |  |
| A. Utility companies contacted and/or utilities located.  |  |
| B. Exact location of utilities marked.  |  |
| C. Underground installations protected, supported, or removed when excavation is open.                                    |  |
| <b>3. Means of Access and Egress:</b>   |  |
| A. Lateral travel to means of egress no greater than 25 feet in excavations four feet or more in depth.                   |  |

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| B. Ladders used in excavations secured and extended three feet above the edge of the trench.   |  |
| C. Structural ramps used by employees designed by a competent person.  |  |
| D. Structural ramps used for equipment designed by a registered professional engineer (RPE).   |  |
| E. Ramps constructed of materials of uniform thickness, cleated together on the bottom, equipped with no-slip surface.   |  |
| F. Employees protected from cave-ins when entering or exiting the excavation.  |  |
| <b>4. Wet Conditions:</b>  |  |
| A. Precautions take to protect employees from the accumulation of water.   |  |
| B. Water removal equipment monitored by a competent person.  |  |
| C. Surface water or runoff diverted or controlled to prevent accumulation in the excavation.   |  |
| D. Inspections made after every rainstorm or other hazard-increasing occurrence.   |  |
| <b>5. Hazardous Atmosphere:</b>  |  |
| A. Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible or other harmful contaminant exposing employees to a hazard. |  |
| B. Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or to other hazardous atmospheres.                           |  |
| C. Ventilation provided to prevent employee exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas.                             |  |
| D. Testing conducted often to ensure that the atmosphere remains safe.   |  |
| E. Emergency equipment, such as breathing apparatus, safety harness and lifeline, and/or basket stretcher readily available where hazardous atmospheres could or do exist.           |  |
| F. Employees trained to use personal protective and other rescue equipment.  |  |
| G. Safety harness and lifeline used and individually attended when entering bell bottom or other deep confined excavations.  |  |
| <b>6. Support Systems:</b>   |  |
| A. Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads.   |  |
| B. Materials and equipment used for protective systems inspected and in good condition.  |  |
| C. Materials and equipment not in good condition have been removed from service.   |  |
| D. Damaged materials and equipment used for protective systems inspected by a registered professional engineer (RPE) after repairs and before being placed back into service.        |  |
| E. Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment.                               |  |
| F. Members of support system securely fastened to prevent failure.   |  |
| G. Support systems provided in ensure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.  |  |
| H. Excavations below the level of the base or footing supported, approved by an RPE.   |  |
| I. Removal of support systems progresses from the bottom and members are released slowly as to note any indication of possible failure.  |  |

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|---|--|
| J. Backfilling progresses with removal of support system.   |  |
| K. Excavation of material to a level no greater than two feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth. |  |
| L. Shield system placed to prevent lateral movement.  |  |
| M. Employees are prohibited from remaining in shield system during vertical movement.   |  |
| Corrective Action   |  |

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## DAILY TRENCHING LOG

|  |  |                                   |                           |
|--|--|-----------------------------------|---------------------------|
| Date:  | Signature:                                 |                                   |                           |
| Weather:   | Project:                                   |                                   |                           |
| Was One Call System contacted:   | Yes _____                                  | No _____                          |                           |
| Protective system:   | Trench shield (box) _____<br>Sloping _____ | Wood shoring _____<br>Other _____ |                           |
| Purpose of trenching:  | Drainage _____<br>Sewer _____              | Water _____<br>Other _____        | Gas _____                 |
| Were visual soil tests made:<br>If yes, what type?   | Yes _____                                  | No _____                          |                           |
| Were manual soil tests made:<br>If yes, what type?   | Yes _____                                  | No _____                          |                           |
| Type of soil:  | Stable Rock _____                          | Type A _____                      | Type B _____ Type C _____ |
| Surface encumbrances:<br>If yes, what type?  | Yes _____                                  | No _____                          |                           |
| Water conditions:  | Wet _____                                  | Dry _____                         | Submerged _____           |
| Hazardous atmosphere exists:<br><i>(If yes, follow confined space entry procedures policy; complete Confined Space Entry Permit; monitor for toxic gas(es))</i>  | Yes _____                                  | No _____                          |                           |
| Is trenching or excavation exposed to public vehicular traffic (exhaust emission):<br><i>(If yes, refer to confined space entry procedures; complete Confined Space Entry Permit; monitor for toxic gas(es))</i> | Yes _____                                  | No _____                          |                           |
| Measurements of trench:  | Depth _____                                | Length _____                      | Width _____               |
| Is ladder within 25 feet of all workers:   | Yes _____                                  | No _____                          |                           |
| Is excavated material stored two feet or more from edge of excavation:   | Yes _____                                  | No _____                          |                           |
| Are employees exposed to public vehicular traffic:<br><i>(If yes, warning vests required)</i>  | Yes _____                                  | No _____                          |                           |
| Are other utilities protected:<br><i>(Water, sewer, gas or other structures)</i>   | Yes _____                                  | No _____                          |                           |
| Are sewer or natural gas lines exposed:<br><i>(If yes, refer to confined space entry procedures policy; complete Confined Space Entry Permit; monitor for toxic gas(es))</i>                                     | Yes _____                                  | No _____                          |                           |
| Periodic inspection:   | Yes _____                                  | No _____                          |                           |
| Did employees receive training in excavating:  | Yes _____                                  | No _____                          |                           |