

Trench / Excavation Inspection Form

(This is to be completed by the competent person for each excavation/trench and turned into the jobsite superintendent at the start of each work day and /or prior to working in the trench)

Date/time: _____ Weather: _____ Previous rain/snow: _____

Competent Person Name: _____ Company: _____

Excavation/Trench Location: _____

SOILS

Classification: A _____ B _____ C _____ Determined by: Visual Test _____ Manual test _____ Penetrometer _____

- _____ Soil layered?
- _____ Zones of weak soils or fracture planes in material?
- _____ Evidence of shrinkage cracks in or on trench walls?
- _____ Evidence of possible cave-in or slide?

PROPOSED SAFETY SYSTEM

- _____ Slope or Bench (circle which)
- _____ Shoring System(describe)
- _____ Trench box (describe)
- _____ Shield system (describe)
- _____ Other (describe in detail, use back side of inspection form)

HAZARDS

1.	Proper barricades, cones, warning vests or other devices in use as needed?	Yes	No	N/A
2.	All underground utilities located and marked?	Yes	No	N/A
3.	All surface encumbrances removed, braced or protected?	Yes	No	N/A
4.	Trenches >4' in depth have ladders at no more than 25' travel distance?	Yes	No	N/A
5.	Trenches >5' in depth have protective system in place? (as indicated above)	Yes	No	N/A
6.	If sloped, is it at the correct slope per soils class?	Yes	No	N/A
7.	All spoils at least 2' from edge of trench?	Yes	No	N/A
8.	Adjoining buildings, walls, pavements and sidewalks braced or protected?	Yes	No	N/A
9.	Guardrails installed at walkways across trench?	Yes	No	N/A
10.	Any oxygen deficiency or toxic gas hazards in trench?	Yes	No	N/A
11.	Any confined space requirements in the trench?	Yes	No	N/A
12.	Has a barricade, stop log or hand signals been provided when equipment works close to the trench edge?	Yes	No	N/A
13.	Is water accumulating in the trench?	Yes	No	N/A
14.	If water is in the trench, is it being removed before crew enters	Yes	No	N/A

Comments: _____

Competent Person Signature: _____