

Trenching and Excavation Daily Report Form: 3 pages



Date: _____ Competent Person: _____
 Job Number: _____ Job/Facility: _____
 Measured Depth: _____ Weather: _____
 Measured Length: _____ Soil Type: _____
 Measured Width: _____ Protective System Used: _____

General Inspection of the Jobsite			
Yes	No	N/A	Item
			Excavations, adjacent areas, and Protective Systems inspected by the Competent Person daily, prior to the start of work.
			Competent Person has the authority to remove workers from the excavation immediately.
			Surface encumbrances supported or removed.
			Employees protected from loose rock or soil that could possibly pose a hazard by falling or rolling into the excavation.
			Hard hats worn by all employees.
			Spoils, materials, and equipment set back a minimum of 2' from the edge of the excavation.
			Barriers provided at all remote excavations, well, pits, shafts, etc.
			Walkways and bridges, over excavations 4' or more in depth, must be equipped with guardrails
			Warning vests, or other highly visible garments, provided and worn by all employees exposed to public vehicular traffic.
			Employees required to stand away from vehicles being loaded or unloaded.
			Employees prohibited from working or walking under suspended loads.
			Employees prohibited from working on the faces of sloped or benched excavations above other employees.
			Warning system established and utilized when mobile equipment is operating near the edge of an excavation.

Utilities			
Yes	No	N/A	Item
			Utility companies contacted and/or utilities located.
			Exact location of utilities marked when approaching the utilities.
			Underground installations protected, supported, or removed when the excavation is open.



Means of Access and Egress			
Yes	No	N/A	Item
			Lateral travel distance to a means of egress does not exceed 25', for excavations 4' or more in depth.
			Ladders, when used, must extend 3' above the edge of the trench and be secured.
			Structural ramps used by employees must be designed by a Competent Person.
			Structural ramps used for equipment must be designed by a Registered Professional Engineer (RPE).
			Ramps must be constructed of materials of uniform thickness, securely cleated together on the bottom, and have a non-slip surface.
			Employees protected from cave-ins while entering, working in, or exiting excavation.

Wet Conditions			
Yes	No	N/A	Item
			Precautions taken to protect employees from accumulation of water
			Water removal equipment monitored by a Competent Person.
			Surface water controlled or diverted.
			Inspection made after each rainstorm.

Hazardous Atmosphere			
Yes	No	N/A	Item
			Atmosphere tested when there is a reasonable possibility of oxygen deficiency, or build-up of other hazardous gases, that may expose an employee to a hazard.
			Oxygen content is between 19.5% and 21%.
			Ventilation provided to prevent flammable gas from building up to 10% of the 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 on the use of Personal Protective and Emergency Response Equipment.
			Safety harness and life line must be individually attended when an employee entering a deep confined excavation or bell bottom pier.

Protective Support Systems			
Yes	No	N/A	Item
			Materials and/or equipment selected on soil analysis, expected loads, and
			Materials and equipment inspected and in good condition.
			Materials and equipment not in good condition must be removed from service and not returned until repaired, inspected, and approved by a Registered Professional engineer.
			Protective systems installed without exposing employees to hazards of cave-ins, collapses, or from being struck by materials or equipment.
			Install from the top, down, and from the bottom up.
			Members of Protective Support System must be securely fastened.
			Adjacent structures must be securely supported.
			Excavations below the footing of base must be approved by a Registered Professional Engineer.
			The backfill process must progress with the removal of the support
			Material excavated to a level no greater than 2' from the bottom of the Protective Support System, and only if system is designed to support the calculated loads.
			Shield system placed to prevent lateral movement.
			Employee prohibited from remaining in a Trench Box when being moved vertically.

Competent Person's Signature: _____ Date: