

ESCO GROUP EXCAVATION CHECK LIST

Company	Date
Site Location/Description	Time
Inspected by	Project number

INSTRUCTIONS: Read the ITEM NUMBER and DESCRIPTION to determine the current conditions of this excavation site. Mark an (X) in the YES column if the description is present and has been satisfied. Mark and (X) in the NO column if the item has not been completed. Mark a line (-) across the YES and NO columns if the ITEM does not apply. Use the NOTES section to list the ITEM NUMBER. Write any comments that apply to the ITEM NUMBER.

Item	Description	Yes	No	Item	Description	Yes	No
1	The utility company has been notified of excavation work schedule			19	Employees working below other employees in trench are protected from hazards		
2	Location of underground utility lines are identified			20	The trench is free of standing water		
3	Hazardous objects have been removed from excavation area or blocked securely			21	The proper water removal equipment is operating under guidance of competent person		
4	Soil type is classified			22	Diversion ditches or dikes are in place to prevent surface water from entering trench		
5	Sloping and Benching system is designed per OSHA requirements			23	The trench is inspected by competent person following any amount of rain		
6	Timber shoring system is designed per OSHA requirements			24	Employees are wearing proper safety equipment		
7	Aluminum Hydraulic shoring system is designed per OSHA requirements			25	Test air quality in trench if a hazardous atmosphere is suspected		
8	Shielding system is designed per OSHA requirements			26	A ventilation or respiratory protection is in use		
9	Shields are free from damage or defects			27	Protective support systems are installed from the top down		
10	Employees are protected from cave-ins when entering and exiting the shield.			28	Protective support systems are dismantled from the bottom up		
11	When a combination of sloping and shielding is used, the shield must extend 18 inches above the bottom slope of the excavation			29	Excavation is backfilled as the protective system is dismantled		
12	A ladder is provided and secured in trench four or more feet deep; top of ladder extending at least 36 inches above edge of trench.			30	Heavy equipment is mounted on wooden mats to distribute weight		
13	A ladder is within 25 feet of all employees working in trench			31	Damaged materials or equipment are removed from service		
14	Excavated material is stored at least two feet from the edge of the excavation			32	An emergency response program is in place		
15	Employees are protected from loose material, which could fall into trench.			33	Life support equipment is in working order		
16	A competent person inspects the trench prior to the start of the shift			34	Note other conditions		
17	The location of trench is marked by banners, barricades or other signals			35			
18	Bridges or walkways over excavations are equipped with guardrails and toe boards.			36			

Notes: