

Excavation and trench inspection checklist

Trench conditions change every day and after every rain, which is why this list is written to be run again rather than run once. It records the conditions that existed at the moment people were in the excavation.

Who runs it: A competent person designated for excavation, before entry and after any condition change. When: Daily before the first entry, after rainfall or freeze-thaw, and after any change to loading or depth.

Before breaking ground

- ☐ Utility locates requested, marked and photographed
Marks visible on the ground and the ticket still valid for today's date. 2 photos required
- ☐ Existing structures and surcharge loads identified
Adjacent foundations, poles and traffic loads assessed before the cut. 2 photos required
- ☐ Soil classified and the protective system selected
Classification recorded by the competent person, not assumed from last week. 1 photo required

Protective systems

- ☐ Sloping, benching or shoring matches the classification and depth
Photograph the system in place with the depth measured. 3 photos required
- ☐ Trench box or shield installed and used correctly
Extends above the excavation as required; no working outside the protected zone. 2 photos required
- ☐ Spoil and equipment set back from the edge
Clear setback maintained on all sides, including where material was moved today. 2 photos required

Access and conditions

- ☐ Ladders or ramps within the required travel distance
Ladder extends above the surface and is secured; count the distance to the far crew. 2 photos required
- ☐ No accumulated water, or water controlled and monitored
Pumping in place; a competent person watching while anyone is inside. 2 photos required
- ☐ Atmosphere tested where conditions require it
Readings recorded before entry, not just the meter photographed. 1 photo required

Daily re-inspection

- ☐ Excavation re-inspected before each shift and after rain
A new dated record each time. Yesterday's walk does not cover today. 2 photos required
- ☐ Edges, barricades and traffic protection intact
Barricades still in position, no undermined edges from overnight water. 2 photos required
- ☐ Backfill compacted in lifts and tested where specified
Lift thickness and test locations recorded before the next lift covers them. 2 photos required