

Pre-Excavation Checklist

Project Name:

Date:

Name of Project Competent Person:

Employee Training and Pre-Excavation Briefing:

Does this job require special training?

YES ___ NO ___

Safe excavation and rescue training conducted on:

Date: _____

Mandatory pre-excavation briefing conducted on:

Date: _____

Soil Classification:

Will the competent person classify the soil based on its properties and site conditions?

YES ___ NO ___

If yes, continue. If no, then soil is assumed to be Type "C".

Based on a visual observation, which best describes the soil in this excavation?

Type "A" ___ Type "B" ___ Type "C" ___

Based on a visual observation, which best describes the moisture condition of the soil?

Dry Soil ___ Moist Soil ___ Wet Soil ___ Saturated Soil ___

Based on at least one manual test, what classification is the soil in this excavation?

Stable Rock ___ Type "A" ___ Type "B" ___ Type "C" ___

What manual test was used to determine the soil type?

Plasticity ___ Dry Strength ___ Thumb Penetration ___ Other (list) _____

Underground Installations: (Existing Utilities / Obstructions)

Have the estimated locations of all underground installations been determined prior to excavation?

YES ___ NO ___ N/A ___

Have Utility companies been contacted and advised of proposed work?

YES ___ NO ___ N/A ___

If underground installations are exposed, will they be protected, supported, or removed while excavation is open?

YES ___ NO ___ N/A ___

Access and Egress:

Are stairways, ramps, or ladders positioned every 25 ft?

YES ___ NO ___ N/A ___

Exposure to Vehicular Traffic:

Are personnel who are exposed to either public or project traffic wearing reflective or high-visibility vests?

YES ___ NO ___ N/A ___

Exposure to Falling Loads:

Are employees prohibited from standing underneath loads handled by lifting or digging equipment?

YES ___ NO ___ N/A ___

Protection of Employees from Loose Rock, Soil, or Equipment:

Are employees protected from falling rock, soil, or equipment by placing these materials a minimum of 2 ft. from the edge of the excavation or behind a retaining device?

YES ___ NO ___ N/A ___

Fall Protection:

Are standard guardrails provided on walkways and bridges that cross over 6 ft. and wider excavations?

YES ___ NO ___ N/A ___

Are all excavations that are accessible to the public adequately barricaded or covered when unattended?

YES ___ NO ___ N/A ___

Inspections:

Are daily inspections of excavations being performed by the competent person?

YES ___ NO ___ N/A ___

Are inspections being performed by a competent person after every rainstorm or other hazard-increasing occurrence?

YES ___ NO ___ N/A ___

Are employees removed from the excavation if the competent person finds evidence of a situation that could result in a possible cave-in, protective system failure, hazardous atmosphere, or other hazardous conditions?

YES ___ NO ___ N/A ___

Shielding or Shoring:

Have all shielding, shoring, or other protective systems been designed by a registered professional engineer and accompanied by tabulated data from the manufacturer?

YES ___ NO ___ N/A ___

Are shielding, shoring, and other protective systems checked each day to detect movement and possible failure?

YES ___ NO ___ N/A ___

I have inspected the excavation described in this checklist: YES ___ NO ___ N/A ___

Worksheet Completed By: _____

(Signature of Competent Person) (Date)