**Excavation Checklist**

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| Site Location: | Date: |
| Excavation Depth: | Excavation Width: |
| **Worksite and Equipment** |
| Sloped and benched areas are closed off for workers to work above others. | ☐ Yes   ☐ No |
| Areas containing loose soil or rocks are roped off from foot traffic. | ☐ Yes   ☐ No |
| Barriers are in place at all steep drop-offs, including pits, shafts, are more. | ☐ Yes   ☐ No |
| Each work area is inspected by a competent person before work begins. | ☐ Yes   ☐ No |
| Excavated materials are at least 2 ft. from the edge of the drop off. | ☐ Yes   ☐ No |
| The area underneath suspended loads is blocked off from foot traffic | ☐ Yes   ☐ No |
| Any utility hardware is properly marked to avoid accidental rupture or interference. | ☐ Yes   ☐ No |
| Ladders used in trench systems reach three feet above the edge. | ☐ Yes   ☐ No |
| Shield system is in place to prevent lateral shifts. | ☐ Yes   ☐ No |
| Workers are evacuated from site before shield systems are moved in any way. | ☐ Yes   ☐ No |
| Worksite support systems are appropriate for the type and amount of soil. | ☐ Yes   ☐ No |
| Shield systems are inspected on a regular basis to prevent failures. | ☐ Yes   ☐ No |
| Worksite has a designated disposal area for broken equipment. | ☐ Yes   ☐ No |
| All damaged equipment is removed from service for repair. | ☐ Yes   ☐ No |
| All equipment repairs are documented in the site’s repair log. | ☐ Yes   ☐ No |
| All structural ramps, ladders, etc. have been inspected by a qualified person. | ☐ Yes   ☐ No |
| The lateral distance to egress is no more than 25 ft. for excavations of 4 ft or more.  | ☐ Yes   ☐ No |
| **Air Quality** |
| Air quality tests happen at regular intervals to protect workers. | ☐ Yes   ☐ No |
| Ventilation keeps flammable gas level at no more than 10% of lower limit. | ☐ Yes   ☐ No |
| Atmosphere contains no less than 19.5% oxygen. | ☐ Yes   ☐ No |
| Before work activities start, all areas are tested for respiratory exposure hazards. | ☐ Yes   ☐ No |
| Emergency respiratory equipment is located in all high-risk areas. | ☐ Yes   ☐ No |
| **Workers/Training** |
| All employees on the jobsite have the required permits and training. | ☐ Yes   ☐ No |
| Employees have required PPE, including hard hats, gloves, high-vis vests, and more. | ☐ Yes   ☐ No |
| Operators use back up alarms to alert pedestrians in the area of their movement. | ☐ Yes   ☐ No |
| Workers are trained to use emergency equipment for their job tasks. | ☐ Yes   ☐ No |
| Drivers use a spotter when navigating through steep or narrow areas of the site. | ☐ Yes   ☐ No |
| All workers receive job-specific training. | ☐ Yes   ☐ No |
| Training records are up to date and accessible to all site leaders. | ☐ Yes   ☐ No |
| **Other** |
| Emergency response plan includes contact information for local responders. | ☐ Yes   ☐ No |
| Prohibited areas are clearly marked using appropriate signage. | ☐ Yes   ☐ No |
| In wet conditions, the worksite has runoff diversion systems in place. | ☐ Yes   ☐ No |
| Site emergency plans have been shared with local response agencies. | ☐ Yes   ☐ No |
| A detailed map/schematic of the worksite is available and regularly updated. | ☐ Yes   ☐ No |
| All action items relating to site safety are documented in a central location. | ☐ Yes   ☐ No |
| All site safety incidents and near misses are properly documented and reported. | ☐ Yes   ☐ No |