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| **Excavation / Trenching Inspection Form** | | | | |
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| **Date of Report** |  | |
| **Completed By** |  | |

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| **Project** |  | |
| **Contract Number** |  | |
| **Excavation Contractor** |  | |
| **Competent Person** |  | |
| **Date Excavation Started** |  | |
| **Expected Completion Date** |  | |
| **No. of Project Workers** |  | |
|  |  | |
| **Type of Soil** | | Stable Rock  A  B  C |
| **Excavation Dimensions** | |  |
| **Type of Protection System Used** | |  |
| **Protection System Designed by a Registered Professional Engineer** | | Yes  No  N/A |

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| **Excavation Activities in Progress** |  |

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| **Item #** | **Check List** | **Rating**  **(S), (NI), (U), (NA)**  **(ratings defined below)** | **Action Required** |
| **1** | **Project Specific Safety & Health Program in Place**   * **Compliance with Project Specific Safety & Health Program  by all workers** |  |  |
| **2** | **Job Safety Task Analysis (JSTA) completed prior to commencing activities** |  |  |
| **2a** | **JSTA reviewed and documented w/crews prior to commencing activity** |  |  |
| **3** | **Subcontractor submitted pre-job safety plan prior to commencing activity** |  |  |
| **4** | **Competent Persons designated as required by OSHA and on-site during active operations with excavation exposures** |  |  |
| **4a** | **Excavation/Trench has been evaluated by Competent Person as required by OSHA** |  |  |
| **5** | **Excavation/Trench 5ft or more in depth protected from cave-in by sloping and/or benching, shoring or shielding – compliant w/ 1926.652** |  |  |
| **5a** | **Excavations 20ft or more in depth have protective systems designed by a registered professional engineer** |  |  |
| **6** | **Access/egress provided in excavations/trenches, 4 ft. or more in depth, every 25 ft. of lateral travel in compliance w/ 1926.651(c)(2)**   * **Structural Ramps in compliance w/1926.651(c)(1)** |  |  |
| **7** | **Walkways provided where employees or equipment are required to cross over an excavation.**   * **If walkway is 6ft or more above lower levels; guardrails are provided in compliance w/ 1926.502(b)** |  |  |
| **8** | **De-Watering Procedures/Measures in Place for Excavations/Trenches** |  |  |
| **9** | **Underground utilities identified and marked out prior to excavations beginning – compliant w/local “call before you dig” or “mark-out“ requirements**   * **Utility mark-outs are documented in log and maintained on site** |  |  |
| **10** | **Excavation made visible to surrounding construction operations and / general public** |  |  |
| **12** | **Surface encumbrances with potential to harm workers are removed or supported as necessary to safeguard workers** |  |  |
| **13** | **Workers protected from falling into excavation 6ft or more in depth** |  |  |
| **14** | **Excavation spoils, equipment, materials or other items kept a minimum 2ft back from excavation edge** |  |  |
| **15** | **Safeguards in place to prevent vehicles and equipment from entering/falling into the excavation such as grading, stop logs, signs, barricades, etc.** |  |  |
| **16** | **Excavation monitored and steps taken to prevent soils or lose rock from rolling/falling from the excavation face. (scaling, protective barricades, or equivalent means)** |  |  |
| **17** | **Where determined necessary, the excavation is tested for Hazardous Atmospheres – complaint w/ 1926.651(g)** |  |  |
| **17a** | **Where testing has determined the excavation contains a hazardous atmosphere appropriate steps have been taken to control or eliminate the hazards (Rescue, Ventilation, Respiratory Protection)** |  |  |
| **18** | **Excavation inspection includes potential undermining and stability of adjacent structures, and adjoining buildings and walls** |  |  |
| **18a** | **Where the potential exists for structural instability due to the excavation:**   * **a Registered Professional Engineer has reviewed and determined that there is no hazard to employees and/or structures will be unaffected by the excavation** * **If the excavation poses a hazard to workers and/or structures; approved support systems are determined by qualified persons  and utilized** |  |  |
| **19** | **Workers are not permitted to work under loads handled by lifting or digging equipment.**   * **This is addressed in the Job Hazard Analysis and reviewed with the crew** |  |  |
| **20** | **Employees exposed to public vehicle traffic are provided with and required to wear retro reflective or high visibility warning vests or other suitable garments.** |  |  |
| **20a** | **For excavation work in and around highways, Temp. Traffic Control Plan written and in place as required – complaint with MUTCD Part VI and applicable local/state requirements** |  |  |
| **20b** | **Supervisors trained in Traffic Control measures on-site to oversee work zone activities** |  |  |
| **20c** | **If Flagger operations are required, only properly trained workers are used – compliant with MUTCD part VI and applicable local/state requirements** |  |  |
| **20d** | **Where general walking public/vehicle traffic is exposed to the Work Zone, appropriate measures to safeguard the public are in place – compliant w/MUTCD, City, State and Local authorities**   * **Includes but not limited too; pinned and tapered road plates, detours, delineation devises, concrete barrier, signs, signals and barricades** |  |  |
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***Checklist Rating Definitions:***

***Satisfactory (S)*** *rating; majority of the safety program/procedures/policy are implemented and are in compliance with project safety requirements*

***Needs Improvement (NI)*** *rating; certain elements of the safety program/procedures/policy are not satisfactorily implemented nor are in compliance with project safety requirements*

***Unsatisfactory (U)*** *rating; critical and/or numerous elements of the safety program/procedures/policy are not satisfactorily implemented nor are in compliance with project safety requirements exposing workers/public to hazardous conditions that may affect their safety and health*

***Not Applicable (NA)*** *rating; program/procedures/policy does not apply at this time, for this particular category*

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| **Overall Excavation Analysis** |  | | |
| **Progress Photos** |  |  |  |

***See below for any recommended corrective actions***

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| **Recommended Corrective Actions**  **(Reference applicable check list # in comments)** | **Recommendation Number** | **Repeat Recommendation** | **Completed**  **Yes / No** | **Date Completed** |
| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Report Contact Distribution List** |

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| **Company** | **Contact Name** | **Contact Email Address** |
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