

Sample Pre-Excavation Checklist

Project Name: _____

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 it's 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:

Worksheet Completed By:

(Signature of Competent Person) (Date)