



EXCAVATION SAFETY CHECKLIST

Job Site	YES	NO	N/A	Excavation, Concrete Breaking, Drilling	YES	NO	N/A
Prior to starting the job, were utilities notified and underground services located?	☐	☐	☐	Have the supervisors and workers been trained in excavation safety regulations and procedures?	☐	☐	☐
If a utility scan is to be performed, has the technician been trained to operate the equipment?	☐	☐	☐	Have buildings, utility poles, trees, and any other surface encumbrances or destabilizing forces been taken into consideration?	☐	☐	☐
Were overhead transmission lines noted and precautions taken to ensure that equipment does not come in contact with them?	☐	☐	☐	Has soil classification been done?	☐	☐	☐
Have adequate signs been posted and barricades provided?	☐	☐	☐	Has the appropriate means of safeguarding the excavation by OSHA requirements been determined?	☐	☐	☐
Are the workers wearing high-visibility vests if necessary?	☐	☐	☐	For excavations 4 feet (1.2 meters) deep or more, are ladders, steps, or ramps available within 25 feet (7.6 meters) of lateral travel?	☐	☐	☐
Are vehicles, equipment, and spoil piles correctly placed to allow for the safe passage of traffic and the progress of construction?	☐	☐	☐	Are spoil piles at least three feet (one meter) from the edge of the excavation and properly sloped? (Increase offset at a rate of 3 feet [1 m] horizontal for each additional 5 feet [1.5 m] of depth)	☐	☐	☐
Has traffic control (fire departments, etc.) been notified?	☐	☐	☐	Have confined-space atmospheric hazards been considered?	☐	☐	☐
Is the appropriate safety gear on site?	☐	☐	☐	Have undermined structures been shored, braced, or underpinned, or has a registered professional engineer determined that such measures are not necessary?	☐	☐	☐
Are there any environmental concerns to be addressed?	☐	☐	☐	Do bridges and walkways have standard guardrails?	☐	☐	☐
Note: Shoring and shielding must be removed in a manner that ensures the safety of workers. Excavations must be backfilled as soon as work is completed.				Are utilities crossing the excavation supported from above and does protection from falling material exist?	☐	☐	☐
				Have means been provided to remove water from the excavation?	☐	☐	☐
				Are all open pits or shafts either covered or barricaded?	☐	☐	☐
				Is a competent person available to make at least daily inspections?	☐	☐	☐



EXCAVATION PERMIT

Part 1: Initiator completes this section.

Work Performed By: _____ Reference Drawing: _____

Location of Excavation: _____
(Use coordinates outside buildings or column lines inside buildings)

Reason for Excavation: _____

Start Date: Permit Expiration Date: _____

Initiator Name: Date: Phone: _____

Part 2: Construction engineer completes this section.

<u>Utilities</u>	<u>Present in Excavation Area</u>	<u>Comments</u>	<u>Isolation Valve/Switch Location</u>
Power Service Lines:			
Water	_____	_____	_____
Sewer	_____	_____	_____
Gas	_____	_____	_____
Electrical Lines	_____	_____	_____
Fire Lines	_____	_____	_____
Process Lines	_____	_____	_____
Equipment	_____	_____	_____
Reference Drawing:	_____	_____	_____

Special Precautions and Safety Requirements (check those required on the excavation site):

☐ Electrical Observer	☐ Barricades	☐ Grounding of Tools
☐ Explosion Testing	☐ Testing for Fume or Gas	☐ Special Clothing
☐ Standby Person	☐ Competent Person (See Reverse Side)	☐ Other (Specify)

Comments: _____

Part 3: Construction engineer is responsible for obtaining the relevant approval signatures in this section.

Site Engineering	Construction Maintenance
Operating Supervision	Construction Engineer
Power Services Supervision	Contractor Superintendent
Electrical Supervision	Pipe Superintendent
Fire Protection Supervision	Electrical Superintendent
Environmental	Excavation Competent Person



Part 4: Competent person completes this section before excavation.

Soil Classification (check one): ☐ Stable Rock ☐ Type A ☐ Type B ☐ Type C

	YES	NO	N/A
Is the excavation close to utilities, buildings, footings, pilings, or sources of vibration?	☐	☐	☐
Have the owners of utility, service, and transmission piping been contacted?	☐	☐	☐
Has detection equipment been used to locate all underground and/or above ground interferences?	☐	☐	☐
Has a check been made for previously disturbed ground?	☐	☐	☐
Has the adequacy and availability of all equipment been checked, including personal protective equipment, shoring material, signs, barricades, and machinery?	☐	☐	☐
Has a check been made for other obstructions (e.g., footing concrete encasements)?	☐	☐	☐
If other obstructions have been found, list them: _____			
Allowable slope: _____			
Comments _____			

Part 5: Competent person completes this section during excavation.

	YES	NO	N/A
Size of Excavation: depth _____ width _____ length _____			
Have changing ground conditions been checked, particularly after rainfall?	☐	☐	☐
Has monitoring been performed to check for possible oxygen deficiency or gaseous conditions?	☐	☐	☐
Has the adequacy of shoring and/or sloping been checked as work progresses?	☐	☐	☐
Do vehicular and machinery operation patterns need to be changed?	☐	☐	☐
Are water removal operations or equipment needed?			
Entrance and exit facilities: ☐ stairway ☐ ladders ☐ ramp			
If the depth of the excavation is 5 feet (1.5 meters) or more, check the applicable OSHA appendix below:			
☐ B - Sloping and Benching			
☐ E - Alternatives to Timber Shoring			
☐ C - Timber Shoring for Trenches			
☐ F - Selection of Protective Systems			
☐ D - Aluminum Hydraulic Shoring for Trenching			

NOTE: Sloping or benching for excavations deeper than 20 feet (6 meters) deep must be designed by a registered professional engineer.

Part 6: Competent person completes this section if no protective system is needed.

The excavation requires no protective systems for the following reasons (list): _____

Competent Person: _____ Date: _____



DAILY EXCAVATION INSPECTION REPORT

Site _____

Location of Excavation _____

Depth _____

Soil Type _____

ITEMS	CONDITION			REMARKS
	Good	Rejected	N/A	
Slope Ratio				
Shoring				
Shielding				
Barricades				
Water Removal				
Traffic Control				
Spoil Pile				

Atmosphere

O2

Time

Explosimeter

_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%

_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%

_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%
_____%

Competent Person: _____

Date: _____ Time: _____

NSC Construction & Utilities Division is comprised of leading professionals and subject matter experts in this field. Thanks to these authorities, the National Safety Council can further its mission of eliminating preventable deaths at work, in homes and communities, and on the road. To learn more or join an NSC Division, visit nsc.org/divisions.