**Excavation/Trench Safety Checklist**

**NOTE: This excavation/trench safety checklist is provided for example purposes only. It is intended to be completed by a competent person. Completing this checklist alone will not necessarily put you in compliance with legislation. All OHS legislation requirements must be met.**

**It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this checklist.**

**General information**

|  |  |
| --- | --- |
| Project name: |  |
| Location: |  |
| Weather conditions (update as needed if conditions change): |  |
| Employer’s name: |  |
| Supervisor’s name: |  |
| Inspection date and time: |  |
| Inspection by: |  |
| Number of workers on site: |  |

**Excavation/trench soil type  
NOTE: If any part is soft, sandy or loose, the entire length must be considered to be soft, sandy and loose.**

|  |  |
| --- | --- |
|  | **Place checkmark if applicable** |
| Hard and compact |  |
| Likely to crack or crumble |  |
| Soft, sandy or loose |  |

**Excavation/trench dimensions (metres)**

|  |  |  |
| --- | --- | --- |
| **Depth** | **Width** | **Length** |
|  |  |  |

**General excavation inspection**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Comments** |
| **Hazard assessment** | | | | |
| Site-specific hazard assessment completed for work site and reviewed with workers |  |  |  |  |
| **Emergency response** | | | | |
| Emergency response plan in place and reviewed by affected workers |  |  |  |  |
| Rescue and evacuation workers have been designated and trained |  |  |  |  |
| Emergency rescue and evacuation equipment (if required) is present |  |  |  |  |
| **Personal protective equipment (PPE)** | | | | |
| Appropriate site PPE as required by site-specific hazard assessment (e.g. hard hat, safety glasses, hearing protection, high-visibility vest, steel-toed boots) |  |  |  |  |
| **Water** | | | | |
| Excavation is free from an accumulation of water that may present a hazard |  |  |  |  |
| **Atmosphere** | | | | |
| If there are concerns about atmosphere (e.g. hydrogen sulfide or carbon monoxide may be present), the excavation area is verified to be free from toxic, flammable, explosive substances or oxygen deficiency (or appropriate controls have been put in place) |  |  |  |  |

**Utilities and facilities in vicinity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Comments** |
| **Overhead, surface, and underground** | | | | |
| Utility companies and buried facility and/or concrete-embedded facility owner contacted |  |  |  |  |
| Buried facilities and/or concrete-embedded facilities have been located and marked |  |  |  |  |
| Buried facilities and/or concrete-embedded facilities have been protected, supported, isolated or removed as required |  |  |  |  |
| Employer has identified areas where hand exposure is required |  |  |  |  |
| Any foundations that may be affected by the planned excavation are protected by means designed by a professional engineer |  |  |  |  |

**Excavation inspection**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Comments** |
| **Current status/condition** | | | | |
| Soil classification made and stability of excavation and adjacent structures checked |  |  |  |  |
| The leading edge of spoil piles and loose materials are set back at least 1 metre from edge/crest of excavation, and are sloped to an angle of no more than 45 degrees from horizontal |  |  |  |  |
| Equipment is set back at least 1 metre from edge/crest of excavation |  |  |  |  |
| Loose rock and soil are scaled and trimmed from the sides of the excavations and spoil piles |  |  |  |  |
| Excavation area is adequately flagged, marked, guarded, or uses some other appropriate and effective method of making workers aware of the excavation |  |  |  |  |
| Excavation supervised by a competent worker |  |  |  |  |
| Support system in place for excavation depths greater than 1.5 metres:   * Cut backs/sloping * Temporary protective structures * Other |  |  |  |  |
| **Means of access** | | | | |
| Safe means of workers entering and exiting excavation |  |  |  |  |
| Less than 8 metres lateral travel to means of egress for trenches depths greater than 1.5 metres |  |  |  |  |
| Walkways and bridges have appropriate fall protection |  |  |  |  |
| Ladders secured and extended above the edge/crest of excavation at least 1 metre |  |  |  |  |
| Structural ramps include a block or ridge to prevent equipment from accidentally entering the excavation when discharging a load |  |  |  |  |

**Support system**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Comments** |
| **Cut backs/sloping** | | | | |
| “Hard and compact soil” walls are sloped to within 1.5 metres of the bottom of the excavation at an angle of not less than 30 degrees from vertical |  |  |  |  |
| “Likely to crack or crumble soil” walls are sloped to within 1.5 metres of the bottom of the excavation at an angle of not less than 45 degrees from vertical |  |  |  |  |
| “Soft, sandy or loose soil” walls are sloped from the bottom of the excavation at an angle of not less than 45 degrees from vertical |  |  |  |  |
| **Temporary protective structures** | | | | |
| For depths 3 metres or less, supports are of sufficient strength and design to prevent the walls from caving in |  |  |  |  |
| For depths greater than 3 metres, supports are designed, constructed, and installed in accordance with the specifications of a professional engineer |  |  |  |  |
| For depths from 1.5 or more, shoring stringers, uprights and cross-bracing comply with Schedule 9 of the Alberta OHS Code |  |  |  |  |
| Top-to-bottom shoring installation and bottom-to-top shoring removal methods employed |  |  |  |  |