

Project:

Location:

Date:

On-Site Competent Person:

Site Assessment - Before Digging

Yes No N/A

- If excavation will be deeper than 20 feet, was it designed by a registered engineer?
- Has competent person reviewed job plans to make sure proper safety equipment will be on site?
- Are protective systems and materials in good working condition?
- Have utilities been located and marked?
- Are employees aware of areas that will need to be dug by hand?
- Could hazardous atmospheres be expected?
- Have area surface encumbrances been removed or supported (i.e., boulders, trees, sidewalks)?
- Has traffic control been planned?
- Has the mobile equipment been inspected by the operator?

Site Assessment - After Digging

Yes No N/A

- Did competent person do a visual test to determine soil type?
- What manual test was done to determine soil type?
- Based on tests, the soil was determined to be (stable rock; type A, B, C; or combo).
- Is there water in the trench?
- If there's water in the trench, how will the water be removed?
- Did the water in the trench change soil type?
- Are spoil piles and other materials two feet from the edge of the trench?
- Have any underground installations been protected, supported, or removed?
- Is there any mobile equipment that could create a sidewall failure?
- Are there warning systems in place for mobile equipment operating near the trench?
- If the trench is four feet or deeper, does it have a means of egress?
- If ladders are being used for egress, do they extend three feet above the top?
- Is the egress no more than 25 feet of lateral travel for employees?
- Were the structural ramps designed by a competent person?
- Are structural members used for ramps uniform in thickness and joined in a manner to prevent tripping or displacement?
- If the trench is five feet or deeper, what protection system is being used?
- Were protective systems installed without exposing employees to the hazards of cave-ins?
- Are protective systems installed according to the manufacturer's specifications?
- If trench boxes are used, are they at least 18 inches above the soil?
- Do hazardous atmospheres exist?
- If hazardous atmospheres are detected:
 - Are test instruments calibrated?
 - Have employees been trained for exposure?
 - Is proper Personal Protective Equipment (PPE) for exposure being used?
 - Is a plan in place for continuous monitoring?
 - Is emergency response equipment readily available?
- Are employees allowed to work under suspended loads?
- Are walkways and bridges over excavations six feet or more in depth equipped with guardrails, mid-rails, and toeboards?
- Are employees prohibited from working on faces of sloped or benched excavations above other employees?

IMPORTANT NOTICE - The information and suggestions presented by Western National Insurance Company in this Technical Bulletin are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related, or other, laws or regulations. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.

OSHA requires that a competent person (CP) performs daily inspections of excavations, the adjacent areas, and protective systems. The CP is looking for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall also be conducted by the competent person as needed throughout the shift and after every rainstorm or other hazard-increasing occurrence.

Project: _____ **Date:** _____ **Weather:** _____ **Soil Type:** _____

Trench Depth: _____ **Length:** _____ **Width:** _____ **Type of Protective System:** _____

Protective Systems

Yes No N/A

Means of access and egress are spaced properly, clear of obstructions, and provided every 25 feet.
 Surface Encumbrances are supported or removed.
 Personnel are protected from loose rock or soil.
 Required Personal Protective Equipment (PPE) is being worn.
 Spoils, materials, and equipment are set back a minimum of two feet from the edge of the excavation.
 Barricades and traffic control are provided
 Walkways and bridges over excavations six feet or more deep are installed properly and with guardrails.
 Personnel are prohibited from working above other personnel in the trench.
 Are there tension cracks or fissured materials on any excavation faces?
 Are soil masses separating and falling from excavation faces?
 Maximum allowable slope is maintained for sloping or benching.
 Protective systems show no signs of strain, damage, or corrosion.

Utilities

Yes No N/A

All underground utilities have been located and are safe.
 Safe approach distances to energized overhead power lines are maintained.

Wet Conditions

Yes No N/A

Precautions are taken to protect personnel from accumulation of water.
 Water removal equipment is monitored by a competent person.
 Surface water is controlled or diverted.
 Inspections are completed after each rainstorm.

Hazardous Atmospheres

Yes No N/A

Prior to entry, atmosphere testing has been conducted to check oxygen, flammable gas, and toxic gas levels.
 Oxygen levels are over 19.5% and less than 23.5%.
 Flammable gas levels are below 10% Lower Explosive Limit.
 Are toxic gas levels OK (H2S under 10 ppm, CO under 15 ppm)?
 Emergency response equipment and personnel are available.
 Personnel are trained in the use of PPE and emergency response equipment.

Competent Person: _____ **Date:** _____

IMPORTANT NOTICE - The information and suggestions presented by Western National Insurance Company in this Technical Bulletin are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related, or other, laws or regulations. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.