Trench/Excavation Inspection Guide

Date: ___________________________ Time: __________________

Company Name: ___________________________________________

Competent Person: _________________________________________

1. Location of the trench: ___________________________________

2. Weather conditions at time of visit: ________________________

3. What is the trench for: water / sewer / other _______________

4. When is completion expected and how much is left: __________

5. Are there any underground utilities: electrical / gas / phone / other _______________

6. Have the power and gas companies been notified: ____________

7. Time competent person inspected trench: ___________________

8. Did competent person take soil tests: yes / no Analysis made: ___________________
  outside firm that did the analysis: _____________________________

9. How long has trench been open: ___________________________

10. Has it rained while trench was open: ______________________

11. Are underground installations protected / braced / removed for employee’s safety: __________

12. Size and kind of pipe/line: ________________________________

13. Equipment used for digging: _______________________________

14. Width of backhoe/excavator bucket: _______________________

15. Evidence of benching / sloping / shoring / sheeting / bracing / trench shield / other: __________

16. Was water or seep line observed in trench: ___________________

17. Was trench near: road / RR tracks Distance: ___________________

18. Was other mechanized equipment in or near the location: ________________

19. Any evidence of employees working in trench: ________________

20. How far were employees from exit: ________________ Means of exit: ________________

21. Were employees in trench protected: _______________________

22. Were employees working under backhoe/excavator bucket: ________________
23. Was pipe lifted over employee’s heads: ________________________________

24. Were employees in trench at direction of management: yes / no If so, who: ________________

25. Names of exposed employees: ________________________________________________

26. Were emergency communications present: yes / no Distance from trench: ________________

27. Type of material: course / fine Excavated soil: clumps / broken up

28. Side and surface area: cracks / fissures / spalling / overhangs

29. Previously disturbed soil: yes / no

30. Spill pile height: __________________________ Distance from trench: _______________________

**Measurements Taken at Exposure**

![Diagram of trench measurements]

Shallowest depth: __________________________ C = A + B

Deepest depth: ____________________________ C = A + 1.5B ¾ : 1

Widest width: _____________________________ C = A + 2.0B 1 : 1

Narrowest width: _________________________ C = A + 3.0B 1½ : 1

Excavation length: ________________________

Plasticity: ________________________________

Dry Strength: ____________________________

Thumb penetration: ________________________ Soil Classification: ________________