

## Clarksville-Montgomery County School System EXCAVATION CHECKLIST

## To Be Completed By a Competent Person

Site Location:				
Date:	Time:	<b>Competent Person:</b>		
Soil Type:				
Soil Classification:				
Excavation Depth:				
Excavation Width:				
Type of Protective System Used:				

Indicate for each item: YES NO or N/A for not applicable

1. General Inspection of Jobsite:	
Excavations, adjacent areas, and protective systems inspected by a	
competent person	
Competent person has the authority to remove employees from the	
excavation immediately	
Surface encumbrances removed or supported	
Employees protected from loose rock or soil that could pose a hazard by	
falling or rolling into the excavation	
Hard hats worn by all employees	
Spoils, materials, and equipment set back at least two feet from edge of the	
excavation	
Barriers provided at all remotely located excavations, wells, pits, shafts,	
etc	
Walkways and bridges over excavations four feet or more in depth are	
equipped with standard guardrails and toe boards	
Warning vest or other highly visible clothing provided and worn by all	
employees exposed to public vehicular traffic	
Employees required to stand away from vehicles being loaded or unloaded	
Warning system established and utilized when mobile equipment is	
operating near edge of the excavation	
Employees prohibited from going under suspended loads	
Employees prohibited from working on the faces of slopes or benched	
excavations above other employees	
2. Utilities:	
Utility companies contacted and/or utilities located	
Exact location of utilities marked	
Underground installations protected, supported, or removed when	
excavation is opened	

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3. Means of Access and Egress:	
Lateral travel to means of egress no greater then 25 feet in excavations four	
feet or more in depth	
Ladders used in excavations secured and extended 3 feet above the edge of	
the trench	
Structural ramps used by employees designed by a competent person	
Structural ramps used for equipment designed by a registered professional	
engineer	
Ramps constructed of materials of uniform thickness, cleated, together on	
the bottom, equipped with no-slip surface	
Employees protected from cave-ins when entering or exiting the excavation	
4. Wet Conditions:	
Precautions taken to protect employees from the accumulation of water	
Water removal equipment monitored by competent person	
Inspections made after every rainstorm or other hazard-increasing	
occurrence	
5. Hazardous Atmosphere:	
Atmosphere within the excavation tested where there is a reasonable	
possibility of an oxygen deficiency, combustible or other harmful	
contaminant exposing employees to a hazard	
Adequate precautions taken to protect employees from exposure to an	
atmosphere containing less than 19.5% oxygen and/or to other hazardous	
atmospheres	
Ventilation provided to prevent employee exposure to an atmosphere	
containing flammable gas in excess of 10% of the lower explosive limit of	
gas	
Testing conducted often to ensure that the atmosphere remains safe	
Emergency equipment, such as breathing apparatus, safety harness and	
lifelines, and/or basket stretcher readily available where hazards (or	
hazardous conditions) could or do exist	
Employees trained to use personal protective and other rescue equipment	
Safety harness and lifeline used and individually attended when entering	
bell bottom or other deep confined excavations	
con contain of other deep confined executations	
6. Support Systems:	
Materials and/or equipment for support systems selected based on soil	
analysis, trench depth, and expected loads	
Materials and equipment used for protective systems inspected and in good	
condition	
Materials and equipment not in good condition have been removed from	
service	
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Damaged materials and equipment used for protective systems inspected	
by a registered professional engineer after repairs and before being placed	
back into service	
Protective systems installed without exposing employees to the hazards of	
cave-ins, collapses, or threat of being struck by materials or equipment	
Members of support system securely fastened to prevent failure	
Support systems provided to ensure stability of adjacent structures,	
buildings, roadways, sidewalks, walls, etc	
Excavations below the level of the base or footing supported, approved by	
Department Supervisor.	
Removal of support systems progresses from the bottom and members are	
released slowly as to note any indication of possible failure	
Backfilling progresses with removal of support system	
Excavation of materials to a level no greater two feet below the bottom of	
the support system and only if the system is designed to support the loads	
calculated for the full depth	
Shield system placed to prevent lateral movement	
Employees are prohibited from remaining in shield system during vertical	
movement	
Corrective Actions and Remarks:	