



**Clarksville-Montgomery County School System**  
**EXCAVATION CHECKLIST**  
**To Be Completed By a Competent Person**

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

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

<b>1. General Inspection of Jobsite:</b>	
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	
<b>2. Utilities:</b>	
Utility companies contacted and/or utilities located	
Exact location of utilities marked	
Underground installations protected, supported, or removed when excavation is opened	

<b>3. Means of Access and Egress:</b>	
Lateral travel to means of egress no greater than 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	
<b>4. Wet Conditions:</b>	
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	
<b>5. Hazardous Atmosphere:</b>	
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	
<b>6. Support Systems:</b>	
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	

