FCCI®

DAILY EXCAVATION/TRENCHING CHECKLIST

COMPANY NAME		DATE
PROJECT NAME		APPROXIMATE TEMPERATURE
PROJECT LOCATION		APPROXIMATE WIND DIRECTION
JOB NUMBER	EXCAVATION WIDTH AND DEPTH	SOIL CLASSIFICATION
PROTECTIVE SYSTEM USED	ACTIVITIES IN EXCAVATION	
COMPETENT PERSON		

Is the excavation greater than 4 feet deep? ☐ Yes ☐ No

NOTE: Trenches over 4 feet in depth are considered excavations. Any items marked NO on this form MUST be remediated prior to any employees entering the excavation.

DESCRIPTION

General	**YES**	**NO**	**N/A**
Are employees protected from cave-ins and loose rock/soil that could roll into the excavation?	☐	☐	☐
Are spoils, materials, and equipment set back at least 2 feet from the edge of the excavation?	☐	☐	☐
Are engineering designs for sheeting and/or manufacturers data on the trench box capabilities on site?	☐	☐	☐
Are adequate signs posted and barricades provided?	☐	☐	☐
Is training (toolbox meeting) conducted with employees prior to entering excavation?	☐	☐	☐
Utilities	**YES**	**NO**	**N/A**
Have utility companies been contacted and given 24 hours notice or have utilities already been located and marked?	☐	☐	☐
Have overhead lines been located, noted, and reviewed with the operator?	☐	☐	☐
Have utility locations been reviewed with the operator, and have precautions been taken to ensure that contact does not occur?	☐	☐	☐
Are all utilities that cross the excavation supported and protected from falling materials?	☐	☐	☐
Are underground installations protected, supported, or removed when excavation is open?	☐	☐	☐
Entry and Exit	**YES**	**NO**	**N/A**
Is the exit (i.e. ladder, sloped wall) no further than 25 feet from ANY employee?	☐	☐	☐
Are ladders secured from above and do they extend 3 feet above the edge of the trench?	☐	☐	☐
Are wood ramps constructed of uniform material thickness and secured together at the bottom?	☐	☐	☐
Are employees protected from cave-ins when entering and exiting the excavation?	☐	☐	☐

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