



# Pre-Excavation Checklist

## Project:

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Project Competent Person: \_\_\_\_\_

## Employee Training and Pre-Excavation Briefing:

Does this job require special training? YES \_\_\_\_\_ NO \_\_\_\_\_

Safe excavation and rescue training conducted on: Date: \_\_\_\_\_

Mandatory pre-excavation briefing conducted on: Date: \_\_\_\_\_

## Soil Classification:

Will the competent person classify the soil based on it's properties and site conditions? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, continue. If no, then soil is assumed to be Type "C".

Based on a visual observation, which best describes the soil in this excavation?  
Type "A" \_\_\_\_\_ Type "B" \_\_\_\_\_ Type "C" \_\_\_\_\_

Based on a visual observation, which best describes the moisture condition of the soil?  
Dry Soil \_\_\_\_\_ Moist Soil \_\_\_\_\_ Wet Soil \_\_\_\_\_ Saturated Soil \_\_\_\_\_

Based on at least one manual test , what classification is the soil in this excavation?  
Stable Rock \_\_\_\_\_ Type "A" \_\_\_\_\_ Type "B" \_\_\_\_\_ Type "C" \_\_\_\_\_

What manual test was used to determine the soil type?  
Plasticity \_\_\_\_\_ Dry Strength \_\_\_\_\_ Thumb Penetration \_\_\_\_\_ Other (list) \_\_\_\_\_

## Underground Installations: (Existing Utilities / Obstructions)

Have the estimated locations of all underground installations been determined prior to excavation?  
YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Have Utility companies been contacted and advised of proposed work?  
YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

If underground installations are exposed, will they be protected, supported, or removed while excavation is open?  
YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

## Access and Egress:

Are stairways, ramps, or ladders positioned every 25 ft.? YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

## Exposure to Vehicular Traffic:

Are personnel who are exposed to either public or project traffic wearing reflective or high-visibility vests?  
YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

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## Exposure to Falling Loads:

Are employees prohibited from standing underneath loads handled by lifting or digging equipment?

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

## Protection of Employees from Loose Rock , Soil, or Equipment :

Are employees protected from falling rock, soil, or equipment by placing these materials a minimum of 2 ft. from the edge of the excavation or behind a retaining device?

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

## Fall Protection:

Are standard guardrails provided on walkways and bridges that cross over 6 ft. and wider excavations?

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Are all excavations that are accessible to the public adequately barricaded or covered when unattended?

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

## Inspections:

Are daily inspections of excavations being performed by the competent person?

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Are inspections being performed by a competent person after every rainstorm or other hazard-increasing occurrence?

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Are employees removed from the excavation if the competent person finds evidence of a situation that could result in a possible cave-in, protective system failure, hazardous atmosphere, or other hazardous conditions?

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

## Shielding or Shoring:

Have all shielding, shoring, or other protective systems been designed by a registered professional engineer and accompanied by tabulated data from the manufacturer?

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Are shielding, shoring, and other protective systems checked each day to detect movement and possible failure?

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

I have inspected the excavation described in this checklist:

Worksheet Completed By: \_\_\_\_\_

(Signature of Competent Person) \_\_\_\_\_

(Date) \_\_\_\_\_



ph: 800-552-8800  
ph: 517-676-8800  
Fx: 517.676.0373  
www.epi-shields.com  
685 Hull Rd. Mason, MI. 48854

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