

Trench/Excavation Inspection Checklist

Adapt this checklist based on your company’s safety program and regulatory requirements on trenches and excavations. Require a supervisor or other “competent person” to use this checklist to inspect all trenches and excavations BEFORE work begins. Any issues identified in the inspection must be addressed before workers start work. Keep the completed forms to document that you conducted such inspections.

Location: _____ Date of Inspection: _____

Person Conducting Inspection: _____

GENERAL	YES	NO	COMMENTS
Cracks in the ground around the trench or excavation?			
Tools and materials piled or stored near edge of trench or excavation?			
Proper barriers or guardrails in place?			
Safe means of entry/exit provided?			
Any signs of water seeping into the trench or excavation?			
Workers have proper PPE?			
HYDRAULIC SHORING	YES	NO	COMMENTS
Leaks in hoses and cylinders?			
Bent bases?			
Broken or cracked nipples?			
Cracked, split or sheathing?			
TIMBER SHORING	YES	NO	COMMENTS
Are shoring members the size required for the depth of the trench/ excavation and type of soil?			
Cracked or bowed sheathing?			
Damaged or defective lumber?			
Wales crushed where they join struts?			
Split or bowed wales?			
Loose or missing cleats?			
Struts off level?			
TRENCH BOXES	YES	NO	COMMENTS
Damage or defects?			
Deformed plates?			
Cracks in welds?			
Bent or distorted welds in sleeves and struts?			
Missing struts?			
Bent struts?			
Holes, bends or other damage to plates?			
Shifting or settling to one side?			