



# Trenching Checklist

Before starting trenching work, it's crucial to conduct several checks and preparations to ensure a safe and efficient operation.

## BEFORE TRENCHING WORK BEGINS:

- Submit a request for Call Before You Dig (811) to arrange for marking the location of underground utilities.
- Check for the location of overhead hazards and power lines.
- Check proximity to utilities, buildings and sources of vibrations
- Check with owners of utilities, service or transmission piping, etc., and arrange shutdown or relocation of facilities if necessary.
- Check soil conditions or other material to be excavated.
- Check for previously disturbed soil.
- Check for trees, boulders or other hazards.
- Check adequacy and availability of all equipment, including personal protective gear, shoring materials, signs, barricades and machinery.
- Develop a MUTCD compliant traffic control plan if work will impact travelway

## DURING THE TRENCHING OPERATION:

- Designate a competent person for the job
- Check for changing ground conditions particularly after rains.
- Check for possible oxygen deficiency or gaseous conditions.

## DURING THE TRENCHING OPERATION CONTINUED:

- Check adequacy of shoring and or sloping as work progresses.
- Check for maintenance of entrance and exit methods.
- Ensure a 2 foot clearance exists between lip of excavation and any piles or equipment.
- Check all sheeting, bracing, shoring and underpinning.
- Check for changes in vehicular and machinery operational patterns.

## EACH DAY & THROUGHOUT THE JOB AFTER THE TRENCH IS OPEN AND WORK IS UNDERWAY:

- Check sloping of banks, sides and walls in relation to depth of cut, water content of soil and vibration.
- Check entrance and exit methods (no more than 25 feet to a ladder and ladder extending at least 3 feet beyond top of trench).
- Check location for operation of heavy equipment, loaders, track hoes, and dump trucks.
- Check that all material is two feet or more from the edge of the opening.
- Check the adequacy of portable trench boxes or trench shields, if used.
- Check for correct positioning of cross braces or trench jacks to prevent sliding, falling or kickouts.

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# TAILGATE SAFETY TALK SIGN-IN SHEET:

Topic: **Trenching Checklist**

Agency: \_\_\_\_\_

Crew: \_\_\_\_\_

Supervisor/Talk Leader: \_\_\_\_\_

Date: \_\_\_\_\_

**Print Name**

**Signature**

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