|  |  |  |  |
| --- | --- | --- | --- |
| Site Location: |  | Date: |  |
| Work Description: |  | Contractor: |  |

This checklist must be completed whenever a worker is required to enter into an excavation of a depth >1.2m/4ft. The worker can either be on foot or in the cab of a vehicle/machine

***Definition:*** An excavation is a hole left in the ground as the result of removing material. A trench is an excavation in which the depth exceeds the width. For purposes of this document, the term "excavation" will be used for both trenches and other excavations.

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| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Yes** | **No** | **N/A** |
| 1 | Have all legally required permits been completed and posted? | 🞎 | 🞎 | 🞎 |
| 2 | Do Confined Space Entry requirements apply? If yes, consult and add Appendix 05 06.04.02.1 Confined Space Checklist. | 🞎 | 🞎 | 🞎 |
| 3 | Has the soil type been determined per OH&S regulation?  Has appropriate sloping requirements been determined for safe excavation as per OH&S regulations? | 🞎  🞎 | 🞎  🞎 | 🞎  🞎 |
| 4 | What type of worker protection will be in place for workers at entry and egress points?  a. Appropriate sloping as required  b. Shoring  c. Trench Box  d. Other | 🞎  🞎  🞎  🞎 | 🞎  🞎  🞎  🞎 | 🞎  🞎  🞎  🞎 |
| 5 | Are ladders properly deployed at entry/egress points?   * tied off at top * extend above shoring or box by 1m/3ft * within 8m/26ft of where personnel are working * other | 🞎  🞎  🞎  🞎 | 🞎  🞎  🞎  🞎 | 🞎  🞎  🞎  🞎 |
| 6 | Is worker entry/egress area clear and free of debris? | 🞎 | 🞎 | 🞎 |
| 7 | Will worker be within the "Control Zone" area at any time (other than entry/egress)?  "Control Zone " is defined as a lateral distance inside the excavation extending  **0.5 x D from the top for firmer soils (1.5 x D for less firm soils) of the excavation**. (D = depth of excavation) Provides same level of protection as at the entry/egress point above. | 🞎 | 🞎 | 🞎 |

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| --- | --- | --- | --- | --- |
| **No** | **Item** | **Yes** | **No** | **N/A** |
| 8 | If answer to No.7 is “yes”, what type of worker protection will be used for workers in this Control Zone? | 🞎 | 🞎 | 🞎 |
| 9 | If shoring is used, has it been designed by a Professional Engineer, and design available on site? | 🞎 | 🞎 | 🞎 |
| 10 | Is shoring system inspected daily (as a minimum)? | 🞎 | 🞎 | 🞎 |
| 11 | Is excavation spoil kept > 1 meter from edge of excavation? | 🞎 | 🞎 | 🞎 |
| 12 | Are rescue procedures complete and on site?   * Are all workers familiar with rescue procedures? * Is a watch person required? | 🞎  🞎  🞎 | 🞎  🞎  🞎 | 🞎  🞎  🞎 |

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Note:** *Where confined space activity is in conjunction with any critical task procedures the applicable procedures and documentation must be used.*