



Excavation Checklist Report

Date			Time
Year	Month	Day	<input type="checkbox"/> AM <input type="checkbox"/> PM

(Issued by Project Manager or Project Supervisor to contractor when required.)

Excavation Checklist

Project location		
Project supervisor		Competent person
Excavation depth and width	Protective systems used (ie sloping, shoring, trench box)	Activities in excavation

Construction Regulations — Excavation (sections 222 — 233)

- Is the trench deeper than 1.2m deep ☐ Yes ☐ No

If yes, Ministry of Labour number: _____
Telephone notice

or Notice of Project number: _____

- Utility Services located ☐ Yes ☐ No
- Precautions taken to protect adjacent structures ☐ Yes ☐ No
- Is a worker stationed above-ground during the excavation ☐ Yes ☐ No
- Has soil type been assessed ☐ Yes* ☐ No *type: _____
- Has the excavation been tested for hazardous atmosphere ☐ Yes ☐ No
- Trench reasonably free of water ☐ Yes ☐ No
- Material 3 feet back from sloped walls ☐ Yes ☐ No
- Trench walls sloped in conjunction with soil type ☐ Yes ☐ No
- Ladder in good repair and used for access and egress ☐ Yes ☐ No
- Ladder extending 3 feet above the edge of trench ☐ Yes ☐ No
- Is communication on site ☐ Yes ☐ No
- Do you have an emergency plan on site ☐ Yes ☐ No
- Are workers trained in emergency procedures ☐ Yes ☐ No
- Are all walls free of loose rocks or other material that may fall or slide ☐ Yes ☐ No
- Is there a one metre level area at the upper edge of the trench ☐ Yes ☐ No

Construction Regulation — Support Systems (Sections 234 — 241)

- Is a trench box being used ☐ Yes ☐ No
- If yes, are engineered design drawings and specifications attached ☐ Yes ☐ No
- Is a ladder inside the support system ☐ Yes ☐ No

Supervisor's signature