

	EXCAVATION / TRENCH ENTRY CHECKLIST	Ref. No:
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Site Location:		Date:	
Work Description:		Contractor:	

Note: 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

No.	Description	Yes	No	N/A
1	Have all legally required permits been completed and posted?	☐	☐	☐
2	Do Confined Space Entry requirements apply?	☐	☐	☐
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 the top	☐	☐	☐
	extend above shoring or box by 1m/3ft	☐	☐	☐
	within 8m/26ft of where personnel are working	☐	☐	☐
6	Is the worker entry/egress area clear and free of debris?	☐	☐	☐
7	Will the 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 fewer firm soils) of the excavation. (D = depth of excavation) Provides the same level of protection as at the entry/egress point above.	☐	☐	☐
8	If the 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 is a design available on site?	☐	☐	☐
10	Is the shoring system inspected daily (as a minimum)?	☐	☐	☐
11	Is excavation spoil kept > 1 meter from the 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:	
Contact Details:	
Date:	

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