EXCAVATION & TRENCHING — SELF-AUDIT

Company / Site: _____ Date: _____ Reviewer: _____

Mark Y (Yes), N (No), or N/A. Use “No” to flag a potential gap for further evaluation. A “Yes” answer does not independently establish regulatory compliance.

#	Review question	Y	N	N/A
1	Has a competent person assessed soil and excavation hazards before entry?	■	■	■
2	Are excavations inspected by a competent person daily and as conditions change?	■	■	■
3	Are protective systems provided when required by depth and conditions?	■	■	■
4	Are protective systems designed/selected for soil and excavation conditions?	■	■	■
5	Are workers kept out of unprotected excavations with cave-in exposure?	■	■	■
6	Are safe means of egress provided where required and within required travel distance?	■	■	■
7	Are spoil piles and materials kept at least 2 feet from the edge or otherwise restrained?	■	■	■
8	Are surface encumbrances identified and supported or removed?	■	■	■
9	Have underground utilities been located and protected before excavation?	■	■	■
10	Are adjacent structures and foundations protected against undermining?	■	■	■
11	Are mobile equipment and vehicle edge hazards controlled?	■	■	■
12	Are warning systems used when equipment operates near an excavation edge without a clear view?	■	■	■
13	Is water accumulation controlled before personnel enter affected excavations?	■	■	■
14	Are hazardous atmospheres evaluated when reasonably expected?	■	■	■
15	Are atmospheric testing and ventilation/rescue provisions provided when required?	■	■	■
16	Are employees protected from falling loads and suspended materials?	■	■	■
17	Are ramps and structural access designed by qualified personnel as applicable?	■	■	■
18	Are trench shields installed and used according to manufacturer limitations?	■	■	■
19	Are inspections documented with corrective actions when hazards are found?	■	■	■
20	Is entry stopped and personnel removed when evidence of a hazardous condition is found?	■	■	■

Priority corrective actions / responsible person / target date:

_____

_____

_____

Reference aid only. Confirm current OSHA standards, state-plan requirements, site conditions, and contractual obligations. Not an OSHA inspection, legal opinion, or guarantee of client prequalification acceptance.