

EXCAVATION & TRENCHING SAFETY CHECKLIST

HEALTH, SAFETY & ENVIRONMENT MANAGEMENT SYSTEM

1. INSPECTION INFORMATION

Field	Details
Project / Site	
Location / Area	
Inspection Date	
Inspection Time	
Inspector	
Company / Contractor	
Excavation / Activity	
Maximum Excavation Depth	

Instructions: Mark ✓ under Yes, No, or N/A for each applicable item. Record details of any non-compliance in the Remarks / Corrective Action column. Significant findings should be transferred to the Findings & Corrective Actions section.

2. EXCAVATION & TRENCHING INSPECTION CHECKLIST

No.	Inspection Item	Yes	No	N/A	Remarks / Corrective Action
1	Has the excavation or trenching activity been properly planned before work starts?	☐	☐	☐	
2	Has a suitable risk assessment or task-specific hazard assessment been completed?	☐	☐	☐	
3	Has the excavation method and required protective system been determined by a competent person?	☐	☐	☐	
4	Have underground utilities and services been identified and verified before excavation starts?	☐	☐	☐	
5	Are utility drawings, permits, service detection methods or other required controls available and current?	☐	☐	☐	
6	Are identified underground services adequately marked and protected during excavation?	☐	☐	☐	
7	Are excavation sides adequately sloped, benched, shored or otherwise protected against collapse where required?	☐	☐	☐	
8	Is the selected shoring, shielding or other protective system suitable for the excavation conditions?	☐	☐	☐	
9	Are protective systems properly installed, maintained and free from visible defects or damage?	☐	☐	☐	
10	Are workers prevented from entering unsupported or otherwise unsafe excavation areas?	☐	☐	☐	
11	Is safe access and egress provided for workers entering or leaving the	☐	☐	☐	

	excavation?				
12	Are ladders, ramps, stairs or other access systems suitable, secure and properly maintained?	☐	☐	☐	
13	Are access and egress routes kept clear of materials, equipment and other obstructions?	☐	☐	☐	
14	Are spoil piles, excavated materials and construction materials kept at a safe distance from the excavation edge?	☐	☐	☐	
15	Are heavy equipment, vehicles and mobile plant kept at a safe distance from excavation edges?	☐	☐	☐	
16	Are suitable controls in place to prevent vehicles or mobile plant from accidentally entering or falling into the excavation?	☐	☐	☐	
17	Is the excavation adequately barricaded and protected against unauthorized access?	☐	☐	☐	
18	Are warning signs and hazard identification signs provided where required?	☐	☐	☐	
19	Are excavation edges protected where there is a risk of workers, materials or equipment falling into the excavation?	☐	☐	☐	
20	Are water accumulation, groundwater or drainage conditions adequately controlled?	☐	☐	☐	
21	Is the excavation protected from adverse weather conditions that could affect soil stability or worker safety?	☐	☐	☐	
22	Are nearby structures, roads, foundations or other installations protected against undermining or loss of stability?	☐	☐	☐	
23	Are tools, materials and equipment positioned to prevent them from falling into the excavation?	☐	☐	☐	
24	Is adequate lighting provided for excavation work conducted during low-light or night conditions?	☐	☐	☐	
25	Are workers kept clear of operating excavators, cranes and other equipment where struck-by or caught-between hazards exist?	☐	☐	☐	
26	Is a competent person inspecting the excavation and surrounding conditions as required and after events that could affect stability?	☐	☐	☐	
27	Are identified changes such as cracks, ground movement, water ingress or soil instability immediately addressed?	☐	☐	☐	
28	Are suitable emergency procedures available for excavation collapse, flooding, utility damage or other foreseeable emergencies?	☐	☐	☐	
29	Are workers aware of excavation hazards, required controls and emergency arrangements?	☐	☐	☐	
30	Are identified excavation deficiencies corrected and verified before affected work continues?	☐	☐	☐	

3. FINDINGS & CORRECTIVE ACTIONS

No.	Finding / Observation	Risk Level	Corrective Action	Responsible Person	Due Date	Status
1						
2						

3						
4						
5						
6						

Risk Level: Low / Medium / High / Critical | Status: Open / In Progress / Closed / Verification Required

4. OVERALL ASSESSMENT

Overall Excavation & Trenching Safety Status

☐ Satisfactory
 ☐ Needs Improvement
 ☐ Unsatisfactory
 ☐ Immediate Action Required

Positive Safety Practices Observed

Key Areas Requiring Improvement

Immediate Actions Required

5. SIGN-OFF

INSPECTOR	SUPERVISOR / RESPONSIBLE PERSON
Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____

IMPORTANT SAFETY DISCLAIMER

This checklist is provided as a practical safety inspection aid. It does not replace applicable legislation, regulatory requirements, project-specific HSE requirements, risk assessments, method statements, approved procedures, manufacturer instructions, or competent professional judgment.

Users should adapt the checklist to the specific project, activities, hazards, contractual requirements, and applicable legal and regulatory requirements.