TRENCHING AND EXCAVATION INSPECTION CHECKLIST

***SECTION 4*** *Operational Procedures and Guidelines*

***ATTACHMENT***

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **Y/N OR N/A** | **COMMENTS** | **CORRECTIVE ACTIONS** |
| Is the trench/excavation battered/benched and/or shored correctly? |  |  |  |
| Is the spoil stored >1.0m from edge? |  |  |  |
| Are there safe access and egress points from the trench/ excavation? |  |  |  |
| Are people safeguarded from falling into trench/excavation e.g. Barricading |  |  |  |
| >2m from edge of excavation? |  |  |  |
| Is signage in place? |  |  |  |
| Is the Excavation Permit current? |  |  |  |
| Ground support complies with Code of Practices Requirements |  |  |  |
| Is the trench backfilled or barricaded off at the end of the work day? |  |  |  |
| Can motor vehicle inadvertently run into excavation/trench? |  |  |  |
| Are spoils kept off the roadway? |  |  |  |
| Base of Shields not more than 1m from base of trench and extend above vertical wall. |  |  |  |