

GROUNDWORK

Daily Trench Check

Date: _____

Equipment / ID: _____

Inspected by: _____

Result: PASS / FAIL

A cubic yard of soil weighs about as much as a small car. This sheet is filled in by the competent person before the first entry each day, and again after rain.

1. Before anyone goes in

☐ Competent person on site and named: _____ ☐ Utilities located and marked; 811 call on file. ☐ Soil classified: Type A / B / C. ☐ Depth: _____ ft. Protection required at 5 ft and deeper; designed by a registered professional engineer beyond 20 ft.

2. Protective system

☐ Sloping, benching, shoring or shielding matched to the soil type — benching is never used in Type C. ☐ Trench box rated and installed to the manufacturer's tabulated data. ☐ Spoil, equipment and materials kept at least 2 ft back from the edge.

3. Getting in and out

☐ Ladder, ramp or steps within 25 ft of every worker in a trench 4 ft or deeper. ☐ Ladder extends 3 ft above the edge and is secured.

4. Atmosphere and water

☐ Atmosphere tested where the trench is deeper than 4 ft and hazards may exist: oxygen, flammables, toxics. ☐ No water accumulating; if it is, work stops until the competent person signs off on the control.

5. Conditions that restart this sheet

☐ Rain, vibration, a new load near the edge, a change in the spoil pile, any sign of cracking or sloughing — re-inspect before anyone re-enters.

Before you sign:

- Who is the competent person, and when did they last look?
- What soil type are we in, and what does that change?
- Where is the ladder, and how far is it from the far end?

DAILY TRENCH CHECK

Sign-off

Everyone who took part signs below. Keep this sheet with your site safety file.

#	Name (print)	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		