



Excavation Checklist

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Before you dig:

- Remove or support potentially hazardous surface encumbrances
- Locate utilities
- Design structural ramps for access and egress
- Provide workers with reflector vests if they will be exposed to vehicular traffic
- Inspect and classify the soil by type by using Visual *and* Manual tests to determine which type of soil you will be digging
- Use the soil classification to configure the steepness of the excavation slope

During the dig:

- Underground Utilities (Detect and remove or support)
- Ramp—uniform thickness, all parts connected, cleats
- Reflective vests (if exposed to traffic)
- Equipment
 - Workers out from under
 - Warning System (e.g. barricades)
 - 2 feet away from edge of hole
- Lifelines for deep or confined footing excavations
- Keep ground water out of the excavation
- Protect workers from mudslide (for example, use a shield system, a pump system for drainage, or lifelines)
- Support nearby structures
- Protect workers from falling loose rock or soil on the pit face (scale the face, install protective barricades)
- Keep equipment at least two feet from the edge of the excavation edge
- Inspect the excavation site daily for evidence of possible cave-in or failure of safety systems
- Use guardrails on walkways that cross six feet over the excavation

For your protective systems in the dig site:

- Follow the manufacturer's specifications and recommendations on how to use your support system
- Keep at the dig site a copy of the tabulated data on soil that you use to select your support system
- When removing the support system, start at the bottom and work up
- Backfill the hole as the support system is removed
- Install shield system to prevent sudden lateral movement if there is a cave-in
- Do not allow workers near the shield system when it is being installed, repositioned, or removed