



TRENCH INSPECTION AND ENTRY AUTHORIZATION FORM

Location:				Date:		Time of inspections:		
Weather conditions:						Approx. temp:		
Competent person:				Supervisor:				
DIMENSIONS				Yes	No	HAZARDOUS CONDITIONS		
Depth:	Top W:		Bottom W:		<input type="checkbox"/>	<input type="checkbox"/>	Saturated soil/standing or seeping water	
	Top L:		Bottom L:		<input type="checkbox"/>	<input type="checkbox"/>	Cracked or fissured wall(s)	
SOIL TYPE		SOIL TEST		<input type="checkbox"/>	<input type="checkbox"/>	Bulging walls		
<input type="checkbox"/>	Solid rock (most stable)		<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	Floor heaving	
<input type="checkbox"/>	Average soil		<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	Frozen soil	
<input type="checkbox"/>	Fill material		Soil test performed:		<input type="checkbox"/>	<input type="checkbox"/>	Super-imposed loads	
<input type="checkbox"/>	Lose sand				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration
PROTECTION METHODS				<input type="checkbox"/>	<input type="checkbox"/>	Depth greater than 10'		
				<input type="checkbox"/>	<input type="checkbox"/>	Oxygen level is between 19.5% - 23.5%		
Shoring (walls MUST be vertical - NO voids)				Yes	No	PLACEMENT OF SPOILS & EQUIPMENT		
<input type="checkbox"/>	Timber			<input type="checkbox"/>	<input type="checkbox"/>	Spoils at least 2 feet from edge of trench		
<input type="checkbox"/>	Pneumatic			<input type="checkbox"/>	<input type="checkbox"/>	Equipment at least 2 feet from edge		
<input type="checkbox"/>	Hydraulic			<input type="checkbox"/>	<input type="checkbox"/>	Backhoe at edge of trench		
<input type="checkbox"/>	Screw jacks			<input type="checkbox"/>	<input type="checkbox"/>	Compressor, etc. at remote location		
<input type="checkbox"/>	Trench shield			Yes	No	LADDER LOCATION		
For uneven/irregular walls				<input type="checkbox"/>	<input type="checkbox"/>	Located in protected area		
<input type="checkbox"/>	Trench box	OR	Sloping			<input type="checkbox"/>	<input type="checkbox"/>	Within 25 feet of safe travel
			$\frac{3}{4}:1$ (53°)	$1:1$ (45°)	$1\frac{1}{2}:1$ (34°)			
Yes	No	ENVIRONMENTAL CONDITIONS				<input type="checkbox"/>	<input type="checkbox"/>	Secured
<input type="checkbox"/>	<input type="checkbox"/>	Gas detector used?				<input type="checkbox"/>	<input type="checkbox"/>	Extends 36 inches above landing
<input type="checkbox"/>	<input type="checkbox"/>	Confined space permit used?				<input type="checkbox"/>	<input type="checkbox"/>	Leads to safe landing
Note:				Yes	No	OTHER		
All unsafe conditions must be corrected prior to trench entry. If any hazardous conditions are observed, the trench must be immediately evacuated, and no one is allowed re-entry until corrective action has been taken.				<input type="checkbox"/>	<input type="checkbox"/>	Shoring equipment/materials inspected prior to use?		
				<input type="checkbox"/>	<input type="checkbox"/>	Is trench SAFE to enter?		
				<input type="checkbox"/>	<input type="checkbox"/>	Are barriers placed around work zone to prevent unauthorized entry?		
Comments:								
Work Order #		TO BE FILLED OUT BY EHS PERSONNEL						
		Evacuation entry authorized by:				_____		
						EHS Representative		