

Use this checklist to inspect an excavation. It helps ensure general compliance with OHS regulations and worker safety. Note that this checklist is not exhaustive; additional actions may be needed based on the excavation and work involved.

- ☒ Element is present
☒ Element is not present
☐ Element is not applicable

Project _____

Date _____

PCML Excavation Permit

- ☐ Excavation that involves the use of powered or pointed equipment is taking place where site servicing work has been done or an adjacent foundation is complete
☐ An excavation permit has been issued for this excavation

Excavation Description

(describe the location of the excavation and the nature of the work being done)

For All Excavations

- ☐ Safe means of entry and exit How: _____
☐ Spoil pile(s) → ☐ 1.2 m (4 ft) back from the edge or 0.6 m (2 ft) if a trench
☐ Elevated crossing(s) → ☐ at least 0.5 m (20 in) wide and able to adequately support workers
☐ Measures in place to prevent accumulation of water How: _____
☐ Measures in place to prevent erosion of slopes How: _____
☐ Mobile equipment operating near or entering the excavation
 ☐ Curb or other effective measures in place to prevent a vehicle or other equipment running off the edge of an elevated area or open side of a mobile equipment access route

Note: the height of a curb should be a minimum of 1/4 the outside tire diameter for the tires of the largest machine regularly using the area. Curbs should be of substantial construction, and while it may be impracticable to contain large machines, a well-constructed curb will provide warning to the operator that the machine is near the edge.

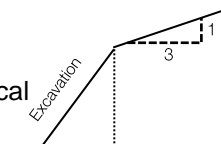
Excavations >1.2 m (4 ft) Deep

- ☐ Elevated crossing(s) → ☐ Any crossing must be equipped with guardrails
☐ Excavation is a trench → ☐ safe means of entry and exit are within 8 m (25 ft) of workers

If **any** of the following conditions exist then written instructions of a qualified registered professional are required and must be available on site prior to any work commencing in the excavation.

Verbal instructions alone are insufficient.

- ☐ excavation is greater than 6 m (20 ft) deep
☐ adjacent structures or improvements (i.e. buildings, roads, or other excavation work)
☐ adjacent heavy vehicle traffic, road construction, or compaction
☐ water coming out of the sides or base of the excavation
☐ ground slopes away from the top edge steeper than 3 horizontal to 1 vertical
☐ any part of the excavation requires support structures



Written Instructions

☐ Written Instructions are required

Document Title / ID: _____

The written instructions by the qualified registered professional contain the following;

- ☐ Date of issue: _____
- ☐ Site Address and specific location of excavation(s)
- ☐ Drawing, plan, and sections and/or clearly written instructions
- ☐ Description of the expected soil conditions, or confirmation upon site review
- ☐ Limitations for machinery or equipment being adjacent to the excavation(s)
- ☐ Time period for which certified instructions apply Expiry: _____
- ☐ Influence of changing weather conditions
- ☐ Name of the certifying qualified registered professional, signature, and seal

Written instructions may refer to other documentation, but all documents must be available on site before a worker enters the excavation. If the written instructions are incomplete or inadequate, work should stop in the hazard area until acceptable instructions are available, or the excavation otherwise complies with the Regulation.

Pre Entry Meeting

It is recommended that a documented meeting be held with workers and their supervisor prior to entry into an excavation to review the details of the work and the steps taken to ensure their safety.

☐ A meeting has been conducted and documented Date: _____

Checklist Completed by

Name _____ Signature _____

Corrective Action

Item	Completed	Date Completed
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	



OHS Regulations for Excavation
20.78 – 20.95



OHS Guidelines for Excavation