

Date: \_\_\_\_\_

# Excavation Checklist

Some items vary by state, be familiar with your state's regulations and refer to Excavation Best Practice document for more detail.

Planning	Daylighting Utilities
<div data-bbox="196 449 410 499" data-label="Section-Header"> <b><u>Before Arrival</u></b> </div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete job packet including dig ticket.</li> <li><input type="checkbox"/> Read/ Understand all permitting requirements.</li> <li><input type="checkbox"/> White line/flag job prior to submitting locates.</li> <li><input type="checkbox"/> Current locate ticket with all utilities in 'marked' or 'cleared' status.</li> <li><input type="checkbox"/> Locate ticket contains clear marking instructions, and reachable contacts.</li> <li><input type="checkbox"/> Read/Understand state dig laws.</li> <li><input type="checkbox"/> Traffic Control Plan.</li> <li><input type="checkbox"/> Emergency plan for release of hazardous material: 911, affected utility, &amp; 811.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Daylight facilities in excavation area to confirm horizontal and vertical location.</li> <li><input type="checkbox"/> Use preferred methods for daylighting utilities. (hydro-excavation, air-knife, hand digging)</li> <li><input type="checkbox"/> Avoid breaking hard surface directly over marked utilities.</li> <li><input type="checkbox"/> Ensure materials on hand for securing open excavations.</li> <li><input type="checkbox"/> Support exposed facilities appropriately.</li> <li><input type="checkbox"/> Avoid undermining structures where possible.</li> <li><input type="checkbox"/> Report any damage to the utility owner and supervision.</li> </ul>
<div data-bbox="196 1010 410 1060" data-label="Section-Header"> <b><u>Jobsite Arrival</u></b> </div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job Briefing. (Include Site Walkthrough)</li> <li><input type="checkbox"/> Ensure all proper PPE is utilized.</li> <li><input type="checkbox"/> Verify field observation matches dig ticket status on daily basis.</li> <li><input type="checkbox"/> Identify unmarked utility/private facilities; meters, valves, pedestals, drains, old paint, manholes, hydrants, sprinkler systems, etc.</li> <li><input type="checkbox"/> Take appropriate steps to have all facilities located.</li> <li><input type="checkbox"/> Extra attention given to high profile facilities.</li> <li><input type="checkbox"/> Select, inspect, and document on job briefing proper excavating tools &amp; equipment.</li> <li><input type="checkbox"/> Marked facilities videos/photos in case of damage.</li> <li><input type="checkbox"/> Spoils placement/control plan.</li> <li><input type="checkbox"/> Designate competent person.</li> <li><input type="checkbox"/> Sewer locations verified to avoid cross bores.</li> <li><input type="checkbox"/> Electric facilities near excavation in good condition.</li> </ul>	<div data-bbox="927 995 1346 1060" data-label="Section-Header"> <b><u>Hand Digging Technique</u></b> </div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Practice good ergonomics.</li> <li><input type="checkbox"/> Insert shovel blade parallel with utility being excavated.</li> <li><input type="checkbox"/> Avoid excessive force.</li> <li><input type="checkbox"/> Avoid striking action.</li> <li><input type="checkbox"/> Avoid prying against utility.</li> <li><input type="checkbox"/> Prior to cutting through roots, verify all around root.</li> </ul>

<b>Equipment Operation</b>	<b>Boring Operation</b>
<input type="checkbox"/> Check for overhead hazards. <input type="checkbox"/> Utilize proper attachments for equipment. <input type="checkbox"/> Utilize spotter. <input type="checkbox"/> Be aware of surroundings, swing radius, pedestrians, etc. <input type="checkbox"/> Avoid having personnel in trench where equipment is being operated. <input type="checkbox"/> Dig along the side of facilities when possible – not over facility. <input type="checkbox"/> Never assume utility depth or direction, nor that either remain consistent.	<input type="checkbox"/> Calibrate beacon/sonde with locator. (daily) <input type="checkbox"/> Parallel potholing at careful and prudent intervals. <input type="checkbox"/> Test strike alert. <input type="checkbox"/> Walk bore path. <input type="checkbox"/> Verify daylighting complete. <input type="checkbox"/> Confirm safe equipment setup. <input type="checkbox"/> Test communication between operating and locating personnel. <input type="checkbox"/> Avoid tooling rotation in utility tolerance zone. <input type="checkbox"/> Visually confirm utility crossings. <input type="checkbox"/> Verify electronics functioning properly after extended idle period. <input type="checkbox"/> Bore machine locked out when changing tooling.

<b>Competent Person Responsibilities</b>
<input type="checkbox"/> Soil classification. ( A, B, C ) <input type="checkbox"/> Shoring / Sloping / Benching. <input type="checkbox"/> Correct tabulated data on site. <input type="checkbox"/> Ladder/Egress. <input type="checkbox"/> Atmosphere monitoring. <input type="checkbox"/> Monitor water removal. <input type="checkbox"/> Secure excavation. <input type="checkbox"/> Document transfer of competent person responsibility if necessary.

For additional information refer to the **Excavation Best Practice** document.

