



# Excavation Safety Checklist

Document No: ED-QD002  
Revision: 2  
Issue Date: 04/09/09  
Approved by: S.Hesketh

Action is required for any boxes ticked 'NO'

(tick one)		
YES	NO	N/A

GENERAL			
1	Has inspection of excavation been carried out at the beginning of each shift and/or after any significant changes in weather?		
2	Are weights of all equipment known and is all proposed lifting gear suitable for such weights?		
3	Are all braces, walers and trench sheets stored on timber skids to prevent accidental movement on site?		
4	Are all hydraulic pumps, hoses and associated fluids stored in a safe and secure place when not in use?		
5	Are all chains used for lifting fully certified for such use? <i>NEVER use hanging chains for lifting operations.</i>		
6	Is heavy plant tracked a minimum of 1.5m away from the excavation?		
7	Are any spoil heaps / stockpiles kept at least 3m from the edge of the excavation?		
8	Are any cranes positioned at least 5m away from the excavation?		
9	Has confined space entry regime been adequately considered and addressed?		
10	Has sufficient edge protection to the excavation been provided?		
11	Has safe access and egress to the excavation been considered and provided?		
CONDITIONS			
12	Do conditions on site match those considered by design? (including the following...)		
13	Dimensions (length, width, depth etc.)		
14	Frame configuration (frame type, plan layout & position of any struts, frame level etc.)		
15	Toe-in of trench sheets / sheet piles (if any – is this correct?)		
16	Ground conditions (soils types and levels of layers)		
17	Ground water level		
18	External loading considered (including surrounding structures, battered ground, spoil heaps, roads & pavements, site traffic & other vehicles etc.)		
PRIOR TO & DURING INSTALLATION OF KIT			
19	Have all struts, braces, walers been checked for damage prior to installation?		
20	Have all lifting points been inspected and are they free from damage / excessive corrosion?		
21	Have all hydraulic connections, associated hoses and pumps been checked for damage and are they free from dirt and grease?		



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## PRIOR TO & DURING INSTALLATION OF KIT (cont'd)

22	Is the pressure release valve is in its 'open' position so that the pump and its associated hose are at atmospheric pressure? <i>Note that for hydraulic units fitted with 'lock-off' valves, valve must be closed before the pump hose can be disconnected. For hydraulic units without 'lock-off' valves the pump hose can only be disconnected by leverage using the quick release tool. Care must be taken not to over tighten lock-off valve.</i>			
23	Are all hydraulics pumped out to, but not exceeding recommended pressure?			
24	Are all pins and bolts are correctly located? <i>Pins should be the right way up and all retaining clips should be in place.</i>			
25	Are frames installed square and plumb and at level specified by design (if any)? Are trench sheets installed vertical and plumb?			

## DURING EXCAVATION

26	Are all hanging chains in tension and are they evenly loaded? <i>Check the condition of the hanging chains from the trench sheets to the top brace and also between lower braces. Lashing chains should be located at suitable centres, with at least two hanging chains to each side of the brace / waler.</i>			
27	Are frames/walers suitably packed against trench sheets to ensure even load distribution?			
28	Is there excessive deflection on braces / walers / trench sheets? <i>If YES, seek advice immediately.</i>			
29	Are any cross struts or braces sufficiently protected from impact loads?			
30	Are there any visible signs of loss of hydraulic fluid on hydraulic components and/or in the volume bucket?			
31	Is there any visible movement of the ground surrounding the excavation?			

## PRIOR TO AND DURING REMOVAL OF EQUIPMENT

32	Has excavation been backfilled and compacted with appropriate material to a suitable level prior to the removal of any braces or walers?			
33	Are braces / walers supported from the underside by timber packing (or similar) prior to loosening of hydraulics?			
34	Are hydraulic frames / struts released and loosened off prior to removal? <i>Excessive force must not be used to 'snatch' out frames / walers.</i>			
35	Is lifting equipment proposed (including chains) appropriate for the removal of equipment and are correct lifting points used?			