

SITESAFETYDOC

EXCAVATION SAFETY FIELD PACKAGE

Pre-dig planning, utilities, protective systems, access, and inspections

Use with the included bundle documents

Complete this field package with the included Excavation Permit, JHA, Daily Jobsite Inspection, Incident Report, Near Miss Report, Confined Space Permit, and Toolbox Talks. Tailor controls to soil and water conditions, depth, geometry, utilities, adjacent structures, traffic, equipment, weather, atmosphere, and the selected protective system.

Stop-work triggers

☐ Unlocated or mismarked utility	☐ Protective-system damage or movement
☐ Cracking, sloughing, bulging, or soil change	☐ Water accumulation or loss of control
☐ Unsafe access / egress	☐ Equipment, spoil, or load inside hazard zone
☐ Hazardous atmosphere or ventilation failure	☐ Severe weather, collapse, utility strike, or emergency

Excavation planning workflow

1. Define the excavation limits, depth, purpose, sequence, duration, and responsible competent person.
2. Locate utilities; review drawings, tolerances, potholing, owner notifications, and safe exposure methods.
3. Classify soil and evaluate water, surcharge loads, vibration, structures, traffic, and atmospheric hazards.
4. Select and document sloping, benching, shoring, shielding, access, barricades, and spoil controls.
5. Inspect the site, equipment, protective system, ladders, utilities, and emergency arrangements before entry.
6. Monitor throughout the shift and after changes; remove workers for hazardous conditions.
7. Backfill or secure the excavation, remove systems in sequence, close permits, and retain records.

Bundle contents

☐ Excavation Safety Field Package	☐ Excavation Permit
☐ Job Hazard Analysis	☐ Daily Jobsite Inspection
☐ Incident Report	☐ Near Miss Report
☐ Confined Space Permit	☐ Toolbox Talks Bundle

IMPORTANT: These are general templates, not legal, engineering, or medical advice. Soil classification, protective-system selection, engineered designs, utility exposure, adjacent-structure support, confined-space status, atmospheric controls, and rescue require site-specific competent / qualified review.

1. Pre-dig and site assessment

Company / project / customer _____

Excavation location / purpose _____

Planned length / width / depth _____

Competent person _____

Protective-system designer / data _____

Crew / subcontractors _____

Equipment / operators _____

Date / shift / weather _____

Planning and coordination

#	Excavation control	YES	Notes / N/A
1	Excavation limits, sequence, duration, drawings, specifications, and permit requirements are reviewed.	☐	
2	Surface encumbrances, foundations, poles, pavements, retaining walls, and adjacent structures are identified.	☐	
3	Traffic, pedestrians, equipment routes, swing radii, overhead lines, spoil placement, and material delivery are planned.	☐	
4	Rainfall, runoff, groundwater, dewatering, freezing, vibration, and changing soil conditions are evaluated.	☐	
5	A competent person is designated with authority to inspect, correct hazards, and remove workers.	☐	
6	Protective-system tabulated data or engineered design is available and matches expected dimensions and conditions.	☐	
7	Emergency access, site address, communication, first aid, rescue limitations, and utility contacts are confirmed.	☐	

Excavation sketch / site plan

Sketch / utility / protective-system reference	Prepared by	Date / revision