

CCPS Essentials of Safe Work Practices
Sample Excavation Permit

Client/Project Name			
Date	Time	Project Location	
Job Number	Wind Direction	Excavation Depth/Width	Soil Classification
Protective System Used			
Activities In Excavation			
Named Engineer	ID #	Contact Telephone #	
Excavation > 4 feet deep?		Confined Space Entry Permit Required	
Notes:			

Description	Yes	No	N/A
General			
Employees protected from cave-ins and loose rock/soil that could roll into the excavation?			
Spoils, materials & equipment set back at least 2 feet from the edge of the excavation?			
Engineering designs for sheeting and/or manufacturer's data on trench box capabilities on site?			
Adequate signs posted and barricades provided ?			
Training (i.e., toolbox meeting) conducted with employees prior to entering excavation?			
Utilities			
Utility supplier contacted and given 24 hours' notice and/or utilities already located & marked?			
Overhead lines located, noted and reviewed with the operator?			
Utility locations reviewed with the operator, & precautions taken to ensure contact does not occur?			
Utilities crossing the excavation supported, and protected from falling materials?			
Underground installations protected, supported or removed when excavation is open?			
Wet Conditions			
Precautions taken to protect employees from water accumulation (continuous dewatering)?			
Surface water or runoff diverted/controlled to prevent accumulation in the excavation?			
Inspection made after every rainstorm or other hazard-increasing occurrences?			

Description	Yes	No	N/A
Hazardous Atmospheres			
Air in the excavation tested for oxygen deficiency, combustibles, other contaminants?			
Ventilation used in atmospheres that are oxygen-rich or oxygen-deficient and/or contains hazardous substances?			
Ventilation provided to keep LEL below 10%?			
Emergency equipment available where hazardous atmospheres could or do exist?			
Safety harness and lifeline used?			
Supplied air necessary (if yes, contact safety department)?			
Entry & Exit			
Exit (i.e., ladder, sloped wall) no further than 25 feet from ANY employee?			
Ladders secured and extend 3 feet above the edge of the trench?			
Wood ramps constructed of uniform material thickness, cleated together at the bottom?			
Employees protected from cave-ins when entering or exiting the excavation?			