

PRE-OPERATIONAL CHECKLIST FOR

Excavation and entrenchment sites



NAME DATE LOCATION

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment. Indicate whether each item is in a serviceable condition (using a tick) or not (using a cross), or mark as not applicable (NA) if the item is not relevant to the dig site you are inspecting. **NOTE:** CSE* = Confined Space Entry. "Edge" refers to the excavation edge. The figures provided are minimum values, thus you may tick them if they are exceeded.

EXCAVATION	<input type="checkbox"/>	COMMENTS
PRE-EXCAVATION CHECKLIST COMPLETED		
ALL RELEVANT DEPARTMENTS NOTIFIED		
DIGGING PERMIT ISSUED AND AVAILABLE ON SITE		
CSE* PERMIT ISSUED AND AVAILABLE ON SITE		
COMPETENT PERSON CAN REMOVE WORKERS FROM SITE		
ALL SURFACE ENCUMBRANCES SUPPORTED OR REMOVED		
STANDBY AND/OR FIRE WATCH AVAILABLE ON SITE		
ALL EMPLOYEES PROTECTED FROM LOOSE ROCK/SOIL		
ALL EMPLOYEES WEAR HARD HATS		
ACCESS TO PLANT/PROCESS EQUIPMENT IS MAINTAINED		
CRANES AS CLOSE AS 100% DEPTH TO EDGE		
SCAFFOLDS 1.5x EXCAVATION DEPTH TO EDGE		
MATERIALS / EQUIPMENT 1m FROM EDGE		
BARRIERS AT ALL REMOTE EXCAVATIONS		
WALKWAYS OVER EXCAVATIONS 2m DEEP HAVE GUARDRAILS AND TOE BOARDS		
PEDESTRIAN BARRICADES / LIGHTS 1m FROM EDGE		
VEHICLE BARRICADES 2m FROM EDGE		
PEDESTRIAN CROSSOVERS AVAILABLE ON SITE		
EMPLOYEES WEARING HIGH-VISIBILITY VESTS / PPE		
FLAGMEN PROPERLY EQUIPPED AND PRESENT		
EMPLOYEE / VEHICLE EXCLUSION ZONE MAINTAINED		
NO EMPLOYEES UNDER SUSPENDED LOADS		
NO EMPLOYEES SCHEDULED TO WORK ABOVE OTHERS		
PROXIMITY WARNING SIGNS POSTED		

UTILITIES	<input type="checkbox"/>	COMMENTS
UTILITY COMPANIES CONTACTED		
UTILITIES LOCATED (IF APPLICABLE)		
EXACT LOCATION MARKED WHEN NEAR EXCAVATION		
UNDERGROUND INSTALLATIONS PROTECTED, SUPPORTED/REMOVED WHEN EXCAVATION IS OPEN		

WET CONDITIONS (IF APPLICABLE)	<input type="checkbox"/>	COMMENTS
WATER BUILD-UP MONITORED BEFORE & DURING SHIFT		
NO WATER / HYDROCARBONS / TOXIC SUBSTANCES		
EMPLOYEES PROTECTED FROM WATER BUILD-UP		
WATER REMOVAL EQUIPMENT WATCHED COMPETENTLY		
SURFACE WATER/RUNOFF CONTROLLED OR DIVERTED		
INSPECTION MADE AFTER EACH RAINSTORM		

Continued overleaf

ACCESS AND EGRESS	✘	COMMENTS
ACCESS/EGRESS ROUTES UNOBSTRUCTED		
ACCESS & EGRESS PRESENT IN TRENCHES 2m DEEP		
ALL WORKERS WITHIN 7.5m OF AN ACCESS / EGRESS		
EXCAVATION LADDERS EXTEND 1m FROM EDGE		
EMPLOYEE RAMPS DESIGNED BY COMPETENT PERSON		
EQUIPMENT RAMPS DESIGNED BY REGISTERED COMPETENT ENGINEER		
RAMPS MADE OF MATERIAL OF UNIFORM THICKNESS, CLEATED TOGETHER, WITH NO-SLIP SURFACES		
EMPLOYEES PROTECTED FROM CAVE-INS		

HAZARDOUS ATMOSPHERES (IF APPLICABLE)	✘	COMMENTS
AIR TESTED WHERE HAZARDS ARE SUSPECTED		
OXYGEN CONTENT BETWEEN 19.5% AND 21%		
WORKERS PROTECTED FROM HAZARDOUS ATMOSPHERES		
VENTILATION PREVENTS FLAMMABLE GAS BUILD-UP TO 10% THE EXPLOSIVE LIMIT		
TESTING ENSURES THAT ATMOSPHERE REMAINS SAFE		
EMERGENCY RESPONSE EQUIPMENT AVAILABLE		
EMPLOYEES TRAINED IN USE OF PPE AND EMERGENCY RESPONSE EQUIPMENT		
HARNESSES AND LIFELINES ATTENDED INDIVIDUALLY WHEN EMPLOYEES ENTER DEEP CONFINED EXCAVATION		

SOILS	✘	COMMENTS
SOIL CLASSIFIED WITH 1 MANUAL & 1 VISUAL TEST		

SUPPORT SYSTEMS	✘	COMMENTS
SOIL, DEPTH & LOADS DETERMINE MATERIALS NEEDED		
PROTECTIVE SYSTEM MATERIALS IN GOOD CONDITION		
DAMAGED MATERIALS & EQUIPMENT REMOVED		
DAMAGED MATERIALS AND EQUIPMENT INSPECTED BY REGISTERED PROFESSIONAL ENGINEER		
WORKERS NOT EXPOSED TO CAVE-INS / OTHER HAZARDS		
SHORING INSTALLED/MAINTAINED COMPETENTLY		
NO SIDEWALL FAILURE (TENSION CRACKS, ETC.)		
SUPPORT SYSTEM MEMBERS SECURED TOGETHER		
SUPPORT STRUCTURES STABILISE ADJACENT STRUCTURES		
EXCAVATIONS BELOW BASE / FOOTING LEVEL SUPPORTED & APPROVED BY REGISTERED ENGINEER		
BACKFILLING PROGRESSES AS SUPPORT SYSTEM IS REMOVED		
SHIELD SYSTEM PREVENTS LATERAL MOVEMENT		
NO WORKERS IN SHIELD SYSTEM WHEN MOVING		

OPERATOR SIGNATURE

DATE

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