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	STANDARD: **OSHA 29 CFR 1926 Subpart P**	AUDIT FREQUENCY: **Daily Pre-Shift**

Excavation And Trenching Safety Daily Log Sheet

Operational Scope: This log sheet establishes daily inspection protocols to mitigate soil collapse, cave-in hazards, and struck-by risks in all open excavations exceeding 5 feet in depth. It ensures full compliance with federal excavation safety mandates prior to personnel entry.

MANDATORY PPE:	Hard Hat (ANSI Z89.1), Steel-Toe Boots (ASTM F2413), High-Visibility Safety Vest (Class 2 or 3), Safety Glasses (ANSI Z87.1), Fall Protection Harness (if near unprotected edges over 6 feet)
PREREQUISITES:	Competent person on-site has verified soil classification and atmospheric conditions | Utility clearance tickets (811) are current and active on-site | Excavation perimeter is clearly barricaded with warning tape and signage

PRE-WORK SITE & ATMOSPHERIC CONDITIONS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Underground Utility Clearance**	All active utilities within the excavation zone are positively identified, exposed by hand digging, and supported.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Atmospheric Testing (Trench > 4 Feet)**	Oxygen content is between 19.5% and 23.5%; toxic gases and flammable vapors are below permissible exposure limits.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Surface Encumbrances & Edge Protection**	All surface hazards, loose rock, and equipment are removed or secured at least 2 feet back from the excavation edge.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

PROTECTIVE SYSTEMS & STRUCTURAL INTEGRITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Shoring, Shielding, or Sloping System**	Protective system matches soil classification, is free from structural cracks or bowing, and extends 18 inches above the surrounding grade.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
5	**Trench Box Clearance and Spacing**	Trench shields are not subjected to loads exceeding their tabulated data ratings; backfill voids around shields are minimized.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Visual Soil Examination**	Competent person has inspected trench walls for tension cracks, sloughing, water accumulation, or changing soil conditions.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

ACCESS, EGRESS, AND HAZARD CONTROLS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Safe Means of Access and Egress**	Ladders, ramps, or stairs are securely positioned within 25 feet of lateral travel for all workers, extending 3 feet above the edge.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
8	**Water Accumulation and Drainage**	Accumulated water is actively controlled by pumps; operations do not occur in unprotected trenches with standing water hazard.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
9	**Spoil Pile Placement**	Excavated spoil and materials are placed no closer than 2 feet from the edge of the excavation to prevent surcharge loads.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

Competent Person / Lead Inspector Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Project Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.