OpsAuditHub opsauditihub.com	DOC ID: **SAF-0055**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1926 Subpart P**	AUDIT FREQUENCY: **Daily Pre-Shift & Competent Person Inspection**

Excavation And Trenching Safety Sop Template

Operational Scope: This standard operating procedure establishes mandatory safety protocols and inspection requirements for all excavation and trenching operations. The primary objective is to mitigate soil collapse, struck-by, and utility strike hazards in strict compliance with federal regulations.

MANDATORY PPE:	Hard Hat (ANSI Z89.1), Steel-Toe Boots (ASTM F2413), High-Visibility Vest (Class 2 or 3), Safety Glasses (ANSI Z87.1), Fall Protection Harness and Lanyard (if depth exceeds 6 feet)
PREREQUISITES:	Verify valid state one-call utility locate ticket is active and underground lines are clearly flagged. | Ensure a designated Competent Person has completed site soil classification testing prior to shift commencement. | Confirm emergency rescue equipment and atmospheric monitoring devices are staged on-site and calibrated.

PRE-EXCAVATION SITE ASSESSMENT & UTILITIES

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Underground Utility Markings**	All utility lines within 20 feet of the excavation perimeter are daylighted via hand digging or vacuum excavation within the tolerance zone.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Surface Encumbrances & Structures**	Trees, boulders, poles, and adjacent foundations that could create a hazard are secured, supported, or removed.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Surface Water & Drainage Control**	Diversion ditches, dikes, or pumping systems are active to prevent surface water from entering the excavation and undermining walls.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

PROTECTIVE SYSTEMS & EXCAVATION STABILITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Soil Classification Verification**	Competent person has re-tested soil type (A, B, or C) following recent weather events or dynamic vibration changes.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
5	**Trench Box & Shoring Integrity**	Shields or shoring systems are certified by a professional engineer, show no structural distortion, and extend at least 18 inches above the surrounding edge.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Spoil Pile Placement**	Excavated soil and heavy equipment are positioned a minimum of 2 feet back from the excavation edge to prevent surcharge loading.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

ACCESS, EGRESS & ATMOSPHERIC MONITORING

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Safe Means of Egress**	Ladders, ramps, or stairs are securely positioned within 25 feet of lateral travel for employees in excavations 4 feet or deeper.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
8	**Hazardous Atmosphere Testing**	Oxygen levels (19.5% - 23.5%), flammable gases (<10% LEL), and toxic contaminants are verified via calibrated gas detector in trenches exceeding 4 feet.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
9	**Walkways and Bridging**	Walkways crossing excavations deeper than 6 feet are equipped with standard guardrails and toe-boards in compliance with OSHA standards.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

Certified Competent Person / Lead Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Operations 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.