

Excavation/Trenching Plan

This plan shall describe, in detail, the specific practices, equipment, and methods used to protect a worker from excavation and/or trenching hazards. An Excavation/Trenching Plan and JHA are required for excavations and trenches greater than 4' deep. Excavations and trenches less than 4' deep require a JHA but the plan is optional.

Area Location

Prime Contractor

Subcontractor

Plan Preparer Name, and Title

A. Identify the Competent Person, Their Responsibilities and Qualifications

A Competent Person in Excavation and Trenching is defined in as a person “who has been designated in writing by the employer to be responsible for the immediate supervision, implementation and monitoring of the excavation/trenching program, who through training, knowledge, and experience in excavation/trenching is capable of identifying, evaluating, and addressing existing and potential hazards and, who has the authority to take prompt corrective measures with regard to such hazards.” The Competent Person is also responsible for completing the daily (and when conditions change) Excavation/Trench Inspection and Entry Authorization form.

Competent Person Name:

Alternate Competent Person Name:

B. Description of the Project or Tasks to be Performed

1. In the box below provide a written description of the work.
2. Attach a diagram/sketch of the work area and mark the location of the proposed excavation or trench. Include in the diagram/sketch any adjacent or nearby structures. Include in the diagram/sketch all adjacent or nearby utilities and mark the location of the corresponding shut-off valves.

C. Proposed Method for Damage Prevention

1. Explain methods for preventing damage to overhead utility lines, trees, and other man-made facilities or natural features designated to remain within or adjacent to the construction rights-of-way.
2. Attach a copy of the Utility Coordination Report.
3. In the event of utility damage contact:

D. Projected Dimensions of the Excavation/Trench

Include the projected minimum-to-maximum depth, length and width.

E. Projected Soil Type

Attach a copy of the site soils report.

Solid Rock

Type A

Type B

Type C

F. Planned Method of Shoring, Sloping, and/or Benching

1. Describe planned shoring, sloping, and/or benching methods.
2. If shoring will be used, attach the corresponding Tabulated Data.

G. Access and Egress

A means of egress out of the excavation/trench must be located within 25' of any worker.
Explain the intended method of meeting that standard.

H. Confined Space

Is the excavation/trench a confined space? If yes, complete corresponding Confined Space Plan for GDA acceptance.

Yes

No

I. Perimeter Protection

Explain how the perimeter of the trench/excavation will be protected from other workers or the public.

J. Plan for Traffic Control

Attach a copy of the Traffic Control Plan (TCP).

K. Plan for Management of Excavated Soil, Asphalt, Concrete

1. Spoils must be placed a minimum of 2' from the edge of the trench/excavation.
2. Attach a copy of truck haul route if applicable.

L. Rescue Plan and Procedures

There must be a plan to self-perform the rescue of an injured or engulfed worker without relying on Emergency's assistance. However, Emergency must still be contacted to provide rescue and/or injury support.

EMERGENCY PHONE #:

M. Additional Comments/Notes

N. Excavation/Trenching Training Roster

1. All affected workers must review and understand the Excavation/Trenching Plan.
2. All contractors and subcontractor workers exposed to excavation and trenching hazards shall be trained accordingly by non-Governmental trainers.
3. **All personnel signing this form indicate that they understand the excavation and/or trenching hazards, and the accepted methods of control of these hazards, on this job site. Review and sign again if hazards, methods, or work change.**

PRINT NAME

SIGNATURE