DRAFT JHA TEMPLATE - MUST BE REVIEWED AND ADAPTED BY A COMPETENT PERSON BEFORE SITE USE. Does not claim OSHA compliance.

Trenching & Excavation JHA Template (OSHA 1926 Subpart P)

OSHA 29 CFR 1926 Subpart P

Project / Site: _____

Task: Trenching, Utility Digging & Shoring (4 ft+)

Supervisor / Competent Person: _____

Date: ____ / ____ / 20____

Step 1: Locate underground utilities and mark excavation zone

Hazard (electrical): Striking buried gas, electric, fiber, or water lines

- [ENGINEERING] Obtain 811 utility locates, verify mark-outs, and hand-dig/pothole within tolerance zone before mechanical excavation

Citations: 29 CFR 1926.651(b)(1) [verified eCFR 2026-11-26]

Step 2: Excavate trench, manage spoil piles, and install protective system

Hazard (caught_in_between): Trench wall cave-in or spoil/equipment rolling into trench

- [ENGINEERING] Install sloping, benching, shoring, or a trench box/shield for all excavations 5 ft or deeper (or shallower if unstable soil)

Citations: 29 CFR 1926.652(a)(1) [verified eCFR 2026-11-26]

- [ADMINISTRATIVE] Keep manufacturer tabulated data on site for trench boxes/shoring; require RPE design for excavations > 20 ft

Citations: 29 CFR 1926.652(c)(2)(iii) [verified eCFR 2026-11-26]

- [ENGINEERING] Place all excavated spoil piles, pipes, and tools at least 2 ft back from trench edge

Citations: 29 CFR 1926.651(j)(2) [verified eCFR 2026-11-26]

Step 3: Provide safe egress and conduct daily competent-person inspections

Hazard (caught_in_between): Workers trapped in trench during sudden wall sloughing or post-rain instability

- [ENGINEERING] Place access ladder/ramp in trenches 4 ft or deeper so lateral travel never exceeds 25 ft

Citations: 29 CFR 1926.651(c)(2) [verified eCFR 2026-11-26]

- [ADMINISTRATIVE] Competent person inspects soil, fissures, water, and shoring before shift, throughout day, and after any rainstorm

Citations: 29 CFR 1926.651(k)(1) [verified eCFR 2026-11-26]

Required PPE, Competent Person & Records

PPE: Hardhat, High-visibility vest (Class 2/3), Steel-toe boots, ANSI Z87.1 safety glasses, Work gloves

Competent Person Required: YES - Daily inspections of excavations, adjacent areas, and protective systems by a competent person are mandatory prior to start of work and after every rainstorm (1926.651(k)(1)).

Records Required: Competent-person designation & Daily Excavation Inspection Log (1926.651(k)(1)); Manufacturer tabulated data on site for trench boxes (1926.652(c)(2)(iii))

Competent Person Review Signature: _____ Date: _____