



Trench Excavation Work Plan

This form was developed to assist in complying with Trench Excavation Work Plan requirements under WAC 296-155-655(14) within Chapter 296-155 WAC Construction Work, Part N – Excavation, Trenching, and Shoring.

1. Identify all trench excavations where a protective system is required.
(if more room is needed, additional forms can be used)

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____

2. Identify the classification of soil and rock deposits:

☐ Type A ☐ Type B ☐ Type C
☐ Other: _____

3. Identify underground installations:

☐ Electric ☐ Water ☐ Sewer ☐ Gas ☐ Communication
☐ None ☐ Other: _____

4. Describe the method of protection underground installations when the trench excavation is open:

☐ Remove ☐ Support ☐ None
☐ Other (describe): _____

5. Describe the method of protection from surface encumbrances:

☐ Remove ☐ Support ☐ None
☐ Other (describe): _____

6. Describe the method of stabilizing adjacent structures:

☐ Support ☐ Brace ☐ Underpinning ☐ None
☐ Other (describe): _____

7. Identify potential hazardous atmospheres:

☐ Support ☐ Gas ☐ Landfills ☐ Hazardous Substance Storage ☐ None
☐ Other (describe): _____

8. Describe the type of protective system to be provided:

- ☐ Slope ☐ Bench ☐ Shoring ☐ Shield
☐ Other (describe): _____

9. Describe the procedure for the installation and removal of the protective system that protects employees from cave-ins, structural collapses, or from being struck by members of the supportive protective system

10. Describe the method of protection for employees from cave-ins when entering or exiting the areas protected by shields:

11. How will employees be removed from the trench excavation when the competent person finds evidence of a situation that could result in a possible cave-in, indications of a failure of the protective system, hazardous atmosphere, or other hazardous condition(s).

12. Inspection of trench excavations, adjacent areas, and protective systems will be conducted prior to the start of work, as needed throughout the shift, and after every rainstorm or other hazard increasing occurrence.

13. Describe the method of protecting workers in a trench excavation from loose soil, rock or equipment that could pose a hazard by falling or rolling into the excavation:

14. Describe the method of protection from hazards associated with water accumulation:

15. Describe the safe means of egress from trench excavations:

☐ Stairway

☐ Ladder

☐ Ramp

☐ Other (describe): _____

16. Describe the actions to be taken to ensure prompt, safe removal or rescue of workers in the event

Of a cave-in. The description must include procedures for:

- a. Contacting rescue and emergency services.
- b. Removing or rescuing workers from excavations.
- c. Providing necessary emergency services to rescued workers.
- d. Preventing unauthorized persons from attempting a rescue.

Additional pages may be attached as needed.



Excavation Emergency Rescue Plan

Date:	Location/GPS Coordinates:	No. of onsite workers:
Type of Emergency:		
Individuals Designated as Emergency Plan facilitators:		
1. _____	2. _____	
3. _____	4. _____	
5. _____	6. _____	
Emergency Equipment		
List type(s) of Equipment, quantity, locations and person(s) responsible for use		
Type:		Quantity
Location:	Location:	
Location:	Location:	
Location:	Location:	
Person(s) trained in use:		
1. _____	2. _____	
3. _____	4. _____	
Type:		Quantity
Location:	Location:	
Location:	Location:	
Location:	Location:	
Person(s) trained in use:		
1. _____	2. _____	
3. _____	4. _____	
Type:		Quantity
Location:	Location:	
Location:	Location:	
Location:	Location:	

Person(s) trained in use:	
1. _____	2. _____
3. _____	4. _____
First Aid	
List type(s) of First Aid kits, quantity, locations and person(s) responsible for use.	
Type:	Quantity
Location:	Location:
Person(s) trained in use:	
1. _____	2. _____
3. _____	4. _____
Type:	Quantity
Location:	Location:
Person(s) trained in use:	
1. _____	2. _____
3. _____	4. _____
Means of Transport:	
Procedures for Rescue and Evacuation:	
Designated Rescue Personnel:	
1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

Printed Name	Signature	Date
--------------	-----------	------