## Trench Rescue Site Safety Officer Worksheet

**ON-SCENE OPERATIONS**

**Approach from Head of Trench**
- Ladders
- Edge Protection
- Clear Spoil (2’ Back)
- Assign Additional Safety Officer

**Date** _____________________________ **Start Time** __________________________________________________________________

**Number of Victims** ________________ **Time Last Seen** ____________ **Shut Down All Equipment/Evaluate Workers** ________________

**Purpose of Trench** ________________ **Original Depth of Trench** ________________

**Site Location** __________________________________________________________________________________________________

**Victim Location** ________________ **Victim Marking** ________________ **Victim Protection** ________________ **Victim Condition** ________________

**Rescue Group Supervisor** _________________________________________________________________________________________

**Site Safety Officer** ______________________________________________________________________________________________

**Medical Group Supervisor** ________________________________________________________________________________________

**Rescue Squad 1 Leader** ________________________________ **Rescue Squad 2 Leader** ________________________________

**Rescue Squad 3 Leader** ________________________________ **Rescue Squad 4 Leader** ________________________________

### Trench Hazards

- Spoil-in
- Shear-In
- Slough-In
- Lip-In
- Shoring Failure
- Fissures/Cracks
- Other
- Water
- Vibration
- Soil Conditions
- Hazmat
- Secured Utilities
- Supported Utilities
- Surcharge Loads

**Atmospheric Monitoring:**
- % O₂ ________________________
- % LEL ______________________
- CO ________________________
- H₂S ________________________

**Mitigation of Hazards:**

### Pre-Entry Operations

- Pre-Entry Briefing
- PPE
- Clear Spoil (2’ Back, 4’ High)
- LOTO

**Edge Protection:**
- Planks (2’’ x 12’’)
- Plywood
- OSB
- Other

**Ladders:**
- Placed at Both Ends
- 25’ Travel
- Ladder (min. of 3’ above trench lip)
- Secured
- Bridge

- Control Zones Identified
- Eliminate Vehicle/Railway Movement
- Ventilation
- Provide Lighting

### Protective Systems

- Trench Data Worksheets
- 2-4-2

**System Components:**
- Panels
- Uprights
- Struts
- Walers
- Hogsheads
- Max 2’ Trench Wall Below System

**Positive Connections:**
- Nail Patterns
- Backfill

**Ladders:**
- Life Line
- Belts/Harnesses

### Victim Rescue and Recovery

- Rescuers in Safe Zones
- Rest/Work Cycles
- Stay off Struts
- Fall Protection

**Victim Considerations:**
- Support During Excavation
- Completely Unbury Victim

### Scene Management

**Rescue Group Supervisor** ________________________________

**Site Safety Officer** ________________________________

**Medical Group Supervisor** ________________________________

**Rescue Squad 1 Leader** ________________________________ **Rescue Squad 2 Leader** ________________________________

**Rescue Squad 3 Leader** ________________________________ **Rescue Squad 4 Leader** ________________________________

### Incident Termination

- Personnel Accountability
- Equipment Removal Plan
- Scene Secured
- Debriefing
- OSHA Contacted

**Time** ______________ **Date** ______________ **Site Safety Officer Signature** ________________________________