



# This is a Trenching and Excavation Request for Information Form

Specific Information Needed to Complete a Trenching and Excavation Safety Plan

## 1. Admin Info

Your Company Name:

General Contractor (Prime Contractor):

Contract Number:

Task Order Number:

Your name, or the name of your Safety Admin and a good contact phone number

Which dated version of the EM-385-1-1 will be the reference for this job?

- 30 Nov 2014     15 March 2024     N/A

Do you need Ascendant Safety Services to prepare an Activity Hazard Analysis (AHA) Form? (*\$250 added fee*)

- Yes     No, we'll do it ourselves

Is this Safety Plan Routine or **Expedited**? (*Expedited Plans are an added \$500 fee, but Ascendant Safety Services will move this plan to the very top of the list, prioritizing it over all non-expedited (routine) plans until it has been submitted and approved*)

- Routine     **Expedited**

## 2. Job location/address

Street :

Building or House Number:

On Fort Cavazos?

Yes     No

If there is no actual street address, give a description with closest street or intersection:



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### 3. Job Description

Job Title: (Project Reference Description)

Anticipated max depth of excavation

Scope of Work: (If more room is needed, you can continue on an added word document)

### 4. Projected Soil Type & Method of Testing to Determine Soil Type

The below example is common for Fort Cavazos. It is placed here to aid in filling out this form. The customer is responsible for doing their own testing and changing the example as needed.

### 5. Digging Permit

Your Prime Contractor should have provided you with an approved dig permit. Please submit a copy to include in your plan. Submissions can be sent to [ascendantss@ascendantss.com](mailto:ascendantss@ascendantss.com)



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### 6. Which 'Perimeter Class definition' applies to this excavation? (select only one).

- Class 1 – Excavation is exposed to the public, vehicles, or equipment. (does not matter how deep it is)
- Class 2 – Excavation is NOT exposed but is deeper than 6ft and/or contains hazards such as impaling objects or hazardous substances.
- Class 3 – Excavation is Not exposed, less than 6ft deep and does not contain any hazards.

Is any horizontal length of the trenching going to be longer than 25 feet?  Yes  No  
If needed, do you have a guardrail system available? (Class 1)  Yes  No

### 7. Atmospheric Monitoring and Confined Space

#### **Required at 4 feet or greater:**

If the Trench is greater than 4ft in depth, a confined space hazard may exist. You must fill out an ENG 6212 (Confined Space Survey) and submit it along with this form. Forms can be submitted by email to:

[ascendantss@ascendantss.com](mailto:ascendantss@ascendantss.com)

Use the data from the ENG 6212 to determine if a confined space hazard exists or not.

Does a confined space hazard exist?  Yes  No

Atmospheric monitoring equipment to be used: (required at 4' even if a CS does not exist)

- G450 Gas Monitor
- Other

Ladders  Ramps  Stairs will be used to enter the excavation (check all that apply)

### 8. Planned Method of Shoring, Sloping, and/or Benching

#### **Required at 5 feet or greater:**

- Combination of box and sloping, or shore jacks as needed
- Something Else, described below

Ensure Shoring and Benching equipment to be used is listed in section 14 below:

By checking this box, the customer understands that if unforeseen conditions dictate that a different method of trench safety be implemented, the customer we will mitigate the hazard by following trench safety measures in accordance with the EM-385, 25-8 "General Requirements"

### 9. Fall Protection

#### **Required at 6 feet or greater:**

If the Trench is greater than 6ft in depth, fall protect equipment and a fall protection plan will be probably be required.

Does a fall protection hazard exist?  Yes  No



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### 10. Damage Prevention and Utility Shut Offs

Submit pictures of the worksite that show locations of any overhead power/utility lines. Also, any existing structures to include (but not limited to) buildings, storage containers, and fences. Also, the locations of any utility shut offs. We will also need an overhead (birds-eye-view) of the work area with an indication of where new excavations will be created and/or shows existing excavations

- |  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Pictures of overhead power/utility lines,         | or <input type="checkbox"/> N/A |
| <input type="checkbox"/> Pictures of existing buildings and/or structures, | or <input type="checkbox"/> N/A |
| <input type="checkbox"/> Pictures of utility shut off locations,           | or <input type="checkbox"/> N/A |
| <input type="checkbox"/> Overhead picture of the worksite                  |                                 |

Forms and pictures can be submitted by email to: [ascendantss@ascendantss.com](mailto:ascendantss@ascendantss.com)

### 11. Other Considerations

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Will there be a need for Traffic Control (nearby road, highway, etc..) ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will Ordinance need to be relocated?                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will Cofferdams be required?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Other

### 12. Rescue Plan & Procedures

A written plan for rescuing personnel trapped an excavation is required. If your company already has a written plan, please submit it as a word or a pdf document so that we can include it when submitting this safety plan. If you do not have an existing rescue plan, you can either create one, or request for us to provide one. However, doing so incurs an additional \$175 fee and you are required to review it and provide feedback on anything that is unique to your operation. We will work with you until it is complete. You will also be able to use it again on future plans with only a minimal amount of editing.

- We have a rescue plan to submit
- We request Ascendant Safety Services provide the rescue plan (\$175 Fee)

Rescue plans can be submitted by email to: [ascendantss@ascendantss.com](mailto:ascendantss@ascendantss.com)

### 13. Personal Protective Equipment.

Ascendant Safety Services assumes that your company requires the use of HARD HATS, STEEL/COMPOSITE TOE BOOTS, SAFETY GLASSES, GLOVES, and SAFETY VESTS at all times. If this is not the case, please indicate and provide a reason why.

- Yes, Hard Hats, Steel/Composite toe boots, Safety Glasses, Gloves, and Safety Vests are required 100% of the time.
- No, some or all items are not required. Explained below.



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### 14. Safety equipment used at the site.

Are any of these safety devices/or equipment being used at the site (we already have the spec sheets for these)

- G450 Gas Monitor
- Guarddog Self Closing gate
- Tractel Ladder Defender
- Speed Shores Tuff-lite Shields
- Speed Shores Aluminum Shields
- Speed Shores Aluminum Hydraulic Shores
- Pacific Shoring Vertical Aluminum Hydraulic Shoring

Please list any other Safety Equipment used and not listed above. (We may ask for spec sheets on these items if we cannot find them ourselves)

### 15. Who are your Primary and Alternate competent persons?

If possible, list one primary and at least two alternates along with their job titles. These will be the main points of contact at the job site. One of these will be required to be at the job site any time work is being performed.

Primary Name:

Job Title:

Alternate Name:

Job Title:

Alternate Name:

Job Title:

Alternate Name: (optional)

Job Title:

Alternate Name: (optional)

Job Title:

### 16. Training

Provide the Trenching and Excavation Training Certificates for all of your employees/workers that may be found at the job site for any reason at any time.

Additionally, if the employees did not receive their certifications from "Jimmy Knox Services", then please provide the certifications of the trainer.

Certifications can be emailed to: [ascendantss@ascendantss.com](mailto:ascendantss@ascendantss.com)



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### 17. Additional Documents Needed:

Pictures – Please send all pictures taken of the job site paying close attention to the following.

- Overhead Hazards, Existing Structures, Utilities (all from section 10 above)
- Location of trenching
- Traffic Patterns
- Storm Drains or other drainage infrastructure
- Equipment parking areas
- If possible, include an overhead picture (bird's eye view)

Any Activity Hazard Reports done for this job.

Any Documents or notes taken at the PRECON meeting.

Pictures and documents can be emailed to [ascendantss@ascendantss.com](mailto:ascendantss@ascendantss.com)