

DIG-IN PREVENTION POLICY INSTRUCTIONS AND CHECKLIST

The first requirement to obtaining your Gold Shovel Standards certification is submitting your Dig-In Prevention Policy (DPP) document. This Dig-in Prevention Policy Instructions/Checklist and Template give more details about the program and will help simplify the Gold Shovel Standard certification process. The information in this attachment includes:

1. Instructions and Checklist
2. DPP Template

Instructions and Checklist for Submittal

- Review overview** of the Gold Shovel Standard program.
- Review Frequently Asked Questions** document.
- Develop your company's Dig-In Prevention Policy** using language and conditions specific to your organization. The **Dig-in Prevention Policy Template** can be used as a guidance document in developing your company's stand-alone DPP, which should be customized to your organization's business practices and policies, scope of work, and types of excavation performed.
- Prepare DPP training material**, which will be given to all employees at your company who are involved in performing or supervising excavation-related work.
- Hold DPP training** for all employees involved in excavation, using written training materials developed.
- Obtain necessary documentation** for attendees indicating they are aware of, understand, and will comply with the DPP and applicable laws and regulations stated in the DPP, and make them available upon request.
- Submit documentation no later than December 15, 2015 via pge.com/goldshovel.**
 - a. Documentation includes your DPP document, DPP training material, proof/acknowledgement of employee training upon request, signatures of corporate officer(s) on Excavation Statement, and your Corporate Annual T-1 Excavation Permit (if applicable).

Submittal must be received no later than **December 15, 2015**.

If you have any questions about these instructions, please call our Damage Prevention group at (925) 328-5560. Upon PG&E's receipt of your company's DPP containing all of the required elements described above, you will receive official Gold Shovel Certification. Gold Shovel Standard certification is renewable on an annual basis, contingent upon maintaining safe excavation practices and upon PG&E's future business needs.

DIG-IN PREVENTION POLICY TEMPLATE

EXCAVATION STATEMENT

Provide a statement page with signature, similar to that found in the Injury and Illness Prevention Program (IIPP), identifying **management's** commitment to safety that indicates that all employees supporting or directly involved in excavation-related policies **will follow** California Excavation Laws (California Government Code 4216 and Cal/OSHA Title 8 Construction Safety Order Chapter 4, Subchapter 4, Article 6, Section 1541). The Excavation statement page shall have a signature line for Corporate Officers by name and title, and the date they signed.

TRAINING PROGRAM

Provide a copy of your written training program to include the following topics:

- Requirements of One Call Law (California Government Code 4216 and Cal/OSHA Title 8 Construction Safety Order Chapter 4, Subchapter 4, Article 6, Section 1541).
 - [USA Ticket on all sites] This is an industry Best Practice
 - Renewal of USA Tickets
 - Establishment of Tolerance Zone and proper use of hand tools/power operated excavation equipment
 - Maintenance of marks
 - Requirements if utility cannot be found as marked
- Training frequency (Monthly, Quarterly, Annually)
- New hire orientation policy
- Testing/method of confirmation of understanding

Your training program must be submitted to PG&E as part of your application for the Gold Shovel Standard certification.

CORRECTIVE ACTION PLAN

Provide details on your company's corrective action process or plan, and include:

- The process for identifying root causes; i.e., reason(s) for dig-in and/or unsafe excavation practices and their associated corrective measures.
- Corrective actions for employees—define and describe various steps that will be taken depending upon the severity of the incident (additional training, warning, time off, termination, etc.).
- The process to record damage in the California Regional Common Ground Alliance (CARCGA) Damage Reporting Tool (DIRT) at the following website:

www.CARCGA.org

EMPLOYEE ACKNOWLEDGEMENT AND ACCOUNTABILITY DOCUMENTATION

Include a statement indicating that each employee involved with excavation activities is aware of, understands, and will comply with the DPP and associated training. Include in the statement some language that empowers all employees to speak up, without fear of retribution, when they observe situations that are in conflict with company's policy on excavation-related work. Please note that a record (copy) of each employee acknowledgement may be required upon request to PG&E.

The acknowledgement of understanding and compliance statement should provide specifics related to California Excavation Laws (California Government Code 4216 and Cal/OSHA Title 8 Construction Safety Order Chapter 4, Subchapter 4, Article 6, Section 1541) including:

- [USA Ticket on all sites] This is an industry Best Practice
- Renewal of USA Tickets
- Establishment of Tolerance Zone
- Maintenance of marks
- Re-mark policy if utility cannot be found