



This Document Is Intended To Assist You With Completing The Gold Shovel Standard Renewal Process

Before beginning your renewal, please review the following background information. Participants in Gold Shovel Standard (GSS) agree to hold themselves to the highest standards of excavation safety.

GSS is a nonprofit advocacy group led by key stakeholders dedicated to public and workforce safety at excavation sites by certifying safe work practices and providing industry standard metrics for damage prevention performance.

We appreciate your continued support of GSS. While our industry has many ways to measure our success in human health and safety (TRIR, EMR, etc.), industry is devoid of any standardized way to measure the safety of our operations when excavating around buried infrastructure.

In the past, businesses often learned about potential risks by their occurrence. A quality safety management system will reveal risks before they happen, giving your business the opportunity to improve without catastrophic catalysts. Likewise, industry standard metrics provide your business with empirical data to structure the safety conversation with its staff and are the foundation of sustainable continuous improvement. Your participation is key in helping to create the standardized metrics necessary to help the industry evolve without legislative interference.

Your continued support of GSS provides streamlined beneficial tools, enhances your reputation and helps all of industry achieve the real prize, which is increased safety.

The GSS vision remains a safer North America where all excavators demonstrate exemplary caution around buried infrastructure and all locators demonstrate exemplary performance in locating buried infrastructure, and where both can be recognized and rewarded for their superior performance.

Finally, remember that GSS is *your* program. We continuously seek to provide services that mean the most to your business functions and your bottom line. We are committed to minimizing the burden placed on contractors, while maximizing the benefits. If there are services you would like to see GSS provide in the future, or adjustments that we could make, please let us know.

The Gold Shovel Standard

To maintain Gold Shovel Standard Certification, a company's policies and procedures must include the following:

1. Annual basic awareness training for all workers on jobs with excavation
2. Whistleblower and stop work authority for workers
3. Policy to adhere to all applicable CGA Best Practices*, specifically Chapter 5
4. Policy to hire Gold Shovel Standard subcontractors with few exceptions
5. Thorough investigation procedure to be used in the event of an incident
6. Corrective action procedure with root cause analysis

About Industry Standard Metrics

As the GSS program evolves, various metrics that represent a company's caution when excavating near buried infrastructure will be available. The specific questions and measurements are under development (Phase 2) by a committee comprised largely of industry excavators. The program is undergoing a thorough review of reporting, data confidentiality, and workflow of reported incidents as part of the Phase 2 rollout of the program.

The results of that review and the resulting policies will be shared with program participants to allow them to assess their continued participation in the program.

Similar to other safety indications like TRIR, LTIR and DART; the use of metrics from the Gold Shovel Standard program in determining eligibility or preference of participants by members is an individual responsibility of each member and not determined by Gold Shovel Standard.

Organization Name: To be Gold Shovel Standard certified, the policies and procedures listed above must be applicable to the entire certified organization. In most cases, "organization" means the entire company, regardless of where, or for whom, the work is being conducted. In certain select instances however (most commonly with very large national or multi-national companies), a subset of the entire company becomes Gold Shovel Standard certified, and the organization that applies for certification is a division, business unit or region of that larger company.

To be clear, in most cases, the organization name is the name of the company.

QUESTION 1 WHAT IS THE NAME OF THE ORGANIZATION RENEWING OR ENROLLING IN GOLD SHOVEL STANDARD (INDICATE IF NOT ALSO THE NAME OF THE COMPANY)?

* The Best Practices are a publication of the Common Ground Alliance, a District of Columbia, non-profit corporation. The Common Ground Alliance and the Gold Shovel Association are independent organizations and are not affiliated. References by the Gold Shovel Association to the Common Ground Alliance Best Practices do not express or imply an endorsement by either organization of the other or its programs. While the Gold Shovel Association's certification requirements for excavators currently require compliance with the Common Ground Alliance Best Practices, the Common Ground Alliance, itself, does not maintain such a requirement.

GOLD SHOVEL STANDARD
RENEWAL QUESTIONNAIRE AND ENROLLMENT

Training

Participants agree to provide basic awareness training, or supplement other safety training with basic awareness training, that meets the Gold Shovel Standard to all workers who are present on a job with excavation responsibilities, including any new hires, and preserve records of the most recent training. This includes all field laborers, supervisors, and other workers who work alongside until excavation is complete, but excludes administrative workers without field responsibilities, casual employee visitors, inspectors not associated with excavation, etc. The training is intended as a narrow, basic excavation awareness training or a narrow supplement as part of other safety training participants may offer. While not a requirement of the program, many participants may choose to also provide a more in-depth level of excavation training to workers with supervisory roles.

Generally, the required content of the training can be delivered in an hour or less, and there is no requirement to deliver the training in a classroom setting, outside of the field. Each participant should choose the training delivery mechanism that best fits their operations.

QUESTION 2

HAVE ALL APPLICABLE EMPLOYEES RECEIVED THE TRAINING PROVIDED TO GOLD SHOVEL STANDARD DURING ENROLLMENT IN THE LAST 12 MONTHS?

QUESTION 3

IS THE ORGANIZATION PRESERVING RECORDS OF THE MOST RECENT TRAINING?

QUESTION 4

HAS YOUR ORGANIZATION CONSISTENTLY COMPLETED THE MONTHLY 10 MINUTE GOLD SHOVEL STANDARD UPDATE?

Reporting

To maintain certification, participants are required to have an internal program for investigating and reporting (to management) all damages to any buried infrastructure (gas, electric, water, sewer, telecom, etc.) directly following any incident. Gold Shovel Standard certification further requires that all participants supply to Gold Shovel Standard the following general information within five (5) days of the incident: (1) that a damage occurred (2) the date and (3) the approximate or general location, with more complete information input as details become available.

The program is undergoing a thorough review of reporting, data confidentiality, and workflow of reported incidents as part of the Phase 2 rollout of the program. As such, participants can temporarily opt-out of sharing damage information with Gold Shovel Standard, but must continue to have an internal process to report the same information to company management within 5 days, and preserve those records. After the review of Phase 2 of the program is complete and details of what should be reported are established and communicated, some of this historical damage information may be requested as a condition of continued participation in the Gold Shovel Standard program.

QUESTION 5

HAVE ALL DAMAGES SINCE ENROLLMENT BEEN REPORTED TO GOLD SHOVEL STANDARD (THROUGH THE SOFTWARE APPLICATION) UNLESS AN OPT-OUT FORM HAS BEEN COMPLETED?

Sub-Contractors

Participants agree to have a policy to hire subcontractors who also have a Gold Shovel Standard Certification, with few exceptions. Where a company chooses to hire subcontractors who are not Gold Shovel Standard certified, the company agrees to have an internal process for approving the selection of a subcontractor without a Gold Shovel Standard certification.

In view of this, all participants are expected to have a policy to hire subcontractors who also have a Gold Shovel Standard Certification with few exceptions.

QUESTION 6

DOES THE ORGANIZATION HAVE A POLICY TO HIRE SUBCONTRACTORS WITH A GOLD SHOVEL STANDARD CERTIFICATION, WITH FEW EXCEPTIONS?

QUESTION 7

DOES THE ORGANIZATION HAVE AN INTERNAL PROCESS FOR APROVING THE SELECTION OF A SUBCONTRACTOR WITHOUT A GOLD SHOVEL STANDARD CERTIFICATION?

QUESTION 8 IS IT THE POLICY OF THIS ORGANIZATION TO HAVE A VALID AND NOT EXPIRED ONE-CALL TICKET PHYSICALLY PRESENT (WHETHER ELECTRONIC OR PAPER) ON ALL WORKSITES WITH EXCAVATION?

QUESTION 9 IS IT THE POLICY OF THIS ORGANIZATION TO EXPOSE (POT-HOLE) ALL UTILITIES LOCATED WITHIN THE TOLERANCE ZONE USING APPROVED METHODS PRIOR TO USING MECHANIZED EQUIPMENT?

QUESTION 10 IS IT THE POLICY OF THIS ORGANIZATION TO STOP EXCAVATION IN THE AFFECTED AREA IF THE LOCATION MARKS BECOME NO LONGER VISIBLE, IF A FACILITY CAN NOT BE FOUND AS MARKED, OR IF AN UNMARKED FACILITY IS FOUND?

QUESTION 11 IS IT THE POLICY OF THIS ORGANIZATION TO COMPLETE AN INCIDENT INVESTIGATION, ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION PLAN FOR ANY INCIDENTS?

QUESTION 12 HOW MANY TRUCK STICKERS AND HARD HAT STICKERS DO YOU NEED?

EXCAVATION SAFETY POLICY STATEMENT AND ENROLLMENT DOCUMENT

ORGANIZATION NAME: _____

Total Number of Company Employees (all employees; entire company): _____

As a condition of continued certification and participation in the Gold Shovel Standard program, it is the policy of this organization that all workers supporting or directly involved in excavation-related policies or activities will be required to follow all applicable Common Ground Alliance Best Practices, Chapter 5, which incorporates all federal and provincial / state laws of the states and / or provinces in which they are working, and the procedures and policies provided to Gold Shovel Standard during the application process. My organization agrees to maintain and enforce those policies.

As a condition of continued certification and participation in the Gold Shovel Standard program, it is the policy of this organization that no later than 120 days from the organization's Gold Shovel Standard certification date, 100% of workers on a job site, including any recent or new-hires, will have completed the organization's basic awareness training supplement that meets the Gold Shovel Standard prior to being on any job site, which includes any excavation of any type or sort, and will repeat the training at least every 12 months. This includes all field laborers, supervisors, and other workers who work alongside until excavation is complete, but excludes administrative workers without field responsibilities, casual employee visitors, inspectors not associated with excavation, etc. Furthermore, the organization will document training attendance and records of the most recent training will be preserved.

It is the policy of this organization to encourage and empower all workers to speak up, without fear of retribution when they observe situations that are unsafe or in conflict with this organization's policy on excavation-related work.

It is the policy of this organization to complete an incident investigation, root cause analysis and corrective action plan for any incidents.

As a condition of continued participation in the Gold Shovel Standard program, it will be the policy of this organization to hire subcontractors who also have a Gold Shovel Standard Certification, with few exceptions. Where the organization chooses to hire subcontractors who are not Gold Shovel Standard certified, the organization will have an internal process for approving the selection of a subcontractor without a Gold Shovel Standard certification.

I understand that the program is undergoing a thorough review of reporting, data confidentiality, and workflow of reported incidents as part of the Phase 2 rollout of the program. As a condition of continued participation in the Gold Shovel Standard program, I understand participation requires that all damages to any buried infrastructure (gas, electric, water, sewer, telecom, etc.) be reported to Gold Shovel Standard within five (5) business days of an incident with the following general information: (1) that a damage occurred (2) the date and (3) the approximate or general location, with more complete information input as details become available. I am aware that my organization can temporarily opt-out of sharing damage information with Gold Shovel Standard, but must continue to have an internal process to report the same information to company management, and preserve those records for upload at a later time. After the review of Phase 2 of the program is complete and details of what should be reported are established and communicated, some of this historical damage information may be requested as condition of continued participation in the Gold Shovel Standard program.

I understand that certification and participation in Gold Shovel Standard is voluntary and may have positive or negative effects for the Organization.

The participation of my Organization is conditional, based on my further and continued approval of the program specifics including data-sharing policies, data-confidentiality safeguards and incident-reporting requirements.

This enrollment document does not create a legal obligation on either the Organization or the Gold Shovel Standard, and should be interpreted strictly as documenting the terms of participation in the Gold Shovel Standard program.

Signature of Corporate Officer

Printed Name of Corporate Officer, Title

Date