## Damage Prevention

1. **Purpose**

The purpose of this section is to provide excavation safety guidelines to prevent damage, protect employees, the public, and the environment.

1. **Excavation Policy Statement**

[The Company]values the safety of people and the protection of the environment while conducting its excavation operations. With this in mind, damage and accident prevention in all areas of our company’s business is of utmost importance. The Company recognizes its responsibility to provide a safe and healthful workplace.

To provide and maintain safe working conditions for the safety of its employees, contractors and for the public, [The Company] policy is:

1. To comply with all applicable safety and health laws, regulations, practices, or procedures as set forth by governmental authorities and industry standards. This includes the use of “Call Before You Dig – 811”.
2. To require environmental, health and safety management participation at all levels of the Company.
3. To plan and carry out all phases of operations as part of our continuous improvement process and in a manner that will effectively reduce or eliminate the possibility of accidents that could injure personnel or harm the environment.
4. To conduct frequent inspections of job sites, materials, and equipment to find and eliminate unsafe working conditions or practices and to control health hazards. Inspections shall be made by a competent person.
5. To develop reasonable safety rules and practices and to effectively communicate these rules and practices and provide appropriate training to all employees.
6. To provide leadership in safety and accident prevention by continuously improving safety performance and adhering to company and industry best and safe practices.
7. Ensure that only qualified, competent, and verified employees by training and experience shall carry out and operate excavation equipment and machinery.
8. Ensure no actions are taken as reprisal or retribution against individuals who raise safety concerns or stop an activity they believe is unsafe. Resolve any issues that have resulted in an employee stopping work or an activity. It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

Company Executive Signature: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Employee Acknowledgement and Accountability**
2. Each employee of the company has a personal responsibility to conduct his or her job in a safe and environmentally sound manner. It is also the duty of each employee to report any perceived hazard, unsafe practice or conditions to his or her immediate supervisor. No employee is required to work at a job they know is not safe or healthful.
3. Each employee shall attend training related to excavation work and in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.
4. All employees shall have the authority to stop work without retribution at any time if unsafe conditions or actions are perceived.
5. Employees shall ensure they have been verified as a qualified and competent to prior to performing their role in excavation work.
6. Employees have a responsibility to immediately report all incidents, near misses and unsafe acts that could result in injury or environmental damage to their immediate supervisor or manager.

Employee Signature: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Incident Investigations**

All incidents shall be reported and investigated. Incident investigations will be held with the purpose of determining facts to provide important causes and lessons learned for preventing recurrence. The investigation shall seek to identify the events that contributed to the incident, the personnel and equipment involved, and the extent of the damage or injury that occurred.

Reporting:

* Employees have a responsibility to immediately report all incidents, near misses and unsafe acts that could result in injury to their immediate supervisor or manager.
* The supervisor shall notify the company safety coordinator immediately following an incident.
* The safety coordinator will investigate each incident using the company’s incident report form.
* The safety coordinator is responsible for contacting the relevant enforcement authority and necessary company management.

All incidents that result in any damage to any buried infrastructure, such as gas lines, electric cables, or pipelines, must be reported to the appropriate agency within the appropriate timeframe required by the agency.

While all incidents shall be investigated, the extent of such investigation shall reflect the seriousness of the incident utilizing a root cause analysis process or other similar method. All major incidents that cause or have the potential to cause fatalities, hospitalizations, and significant property damage shall undergo a root cause analysis. Investigations should begin immediately following the incident.

1. **Corrective Action Plan**

The purpose of the corrective action plan is to improve excavation safety and prevent future excavation incidents. Lessons learned from incident investigations shall be documented and communicated to all employees. Lessons learned shall result in the development and tracking of corrective actions and shall include a review of all similar operations. Recommendations for corrective actions should be based on factors that were discovered in the root cause analysis that have contributed to or have caused the incident.

Corrective actions associated with lessons learned should be evaluated for impact and budgetary concerns, prioritized, and tracked to completion. Implementation of detailed corrective action may require multiple milestones. After final completion of any actions, the appropriate organization should verify that the original problems were appropriately addressed.

1. **Training**

Personnel who conduct or participate in excavation work shall be trained in their roles and responsibilities. Training shall include, but is not limited to, safe operating requirements, reporting unsafe actions or conditions, stop work authority, local, state, and client specific laws and regulations, elements of excavation operations such as tolerance zones, ground markings, and Call Before You Dig – 811.

Training shall be provided upon new hire and at least annually thereafter. The training shall be documented including the employee name, the dates of training and subject matter.