



Five Minute Meeting:

Topic: Incident Notification Template

Date: September 10th, 2024

Audience: Power Generation Contractors

The key thing you need to know

The timely reporting of incidents occurring on PG&E projects is essential and required. For this reason, Power Generation has introduced this template (and Outlook mailbox) to not only make the task of reporting an incident as simple and consistent as possible, but also to maximize Power Generation's visibility to those events. To achieve this goal, we ask that this template be filled out in the event of an incident (Injury; Dig-in; Near Hit; MVI; Property Damage; Environmental) and sent to this dedicated Outlook address: PGenSafetyIncidentNotification@PGE.COM

Why it matters to you

When an incident occurs (an injury, for example), it's essential that certain pertinent information is captured as soon as possible, such as time and location, a basic description, and what was done to "contain" the incident. The sooner this basic information is captured and recorded, the more likely it is to be accurate. As with other PG&E Functional Areas, the expectation is that (1) **all incidents be reported to the PG&E representative immediately**, and (2) all incidents be reported to the Power Generation Incident Notification Mailbox within **8 hours of the event**.

Key Discussion Points

You will find that most of the questions on the notification template are self-explanatory, however a few points merit further emphasis:

1. "Event Description". Please provide a concise explanation of the event to the best of your ability within the timeframe allotted. Many details may not yet be known, so it's acceptable to state that in your description. Also, in this section, as well as throughout the template, **ONLY** include titles or job descriptions of employees—**NOT** names of individuals.

POWER GENERATION EMAIL NOTIFICATION TEMPLATE	
To:	PGenSafetyIncidentNotification@pge.com
COPY and PASTE the below 'Subject:' data format into the subject line of the email	
Subject:	<u>Date Contract Company Facility Div</u>
COPY and PASTE the below information into the body of the email and input information	
Type of Incident Injury ☐ Dig-In ☐ Near Hit ☐ MVI ☐ Property Damage ☐ Environmental ☐	
Prime Contractor:	
Name of Site Representative Reported To:	
Location of Event:	
Date and Time of Event: Click or tap to enter a date. Time: Click or tap here to enter text.	
Reported By:	
Date and Time Reported to Contractor: Click or tap to enter a date. Time: Click or tap here to enter text.	
Event Description:	
Containment Plan (Preliminary steps taken immediately to prevent recurrence): 1. 2. 3.	
Employee's Job Title:	
The Following Apply Only to Injuries:	
Emergency Transportation (Ambulance/EMS): ☐ Yes ☐ No Facility Name Click or tap here to enter text.	
Transported To Facility: Hospital ER: ☐ Yes ☐ No Admitted: ☐ Yes ☐ No Clinic: ☐ Yes ☐ No	
Injury Category: Recordable Anticipated: ☐ Yes ☐ No First Aid Only: ☐ Yes ☐ No	
Updates will be provided as information becomes available. If you have any questions, please feel free to contact the persons listed below:	
Michael Messner, Generation Contractor Safety Program Manager: MQML@PGE.COM	
Todd Barron, Manager, Power Generation Safety: T1BW@PGE.COM	
Please Attach Relevant Photos to the Email	

2. "Containment Plan". In this section, list measures that were taken immediately after the incident to stabilize the scene or to prevent reoccurrence. This could include: Calling emergency services; providing first aid; removing a victim from imminent danger (if safe to do so); calling to have an energy source de-activated; stopping work activity; cordoning off a dangerous area, etc. Corrective actions (or other measures taken well after the incident) such as communications, tailboards or changes in work procedures are not to be included in this section.
3. "Photos". If at all possible, include photos (as attachments to the email) of the incident. DO NOT send photos of injured personnel with the template.

Frequently Asked Questions

This sounds like a lot of work. Why are we having to do this?

The timely reporting incidents to PG&E has always been a requirement of contractors and is something that you're probably already doing. This is merely formalizing the reporting process and ensuring that the information reaches the relevant parties at PG&E Power Gen. as quickly as possible.

Do other Functional Areas require this of their contractors?

Yes, in fact many of you may recognize a version of this reporting template from Electrical Operations (EO). Numerous PG&E Functional Areas have utilized this procedure for several years, including Substation, Electric Transmission, and Electric Distribution

Do we have to submit a Causal Evaluation or any other documents with this template?

No. This process is focused just on the reporting of the incident. You may be asked to provide further information depending on the type and severity of the event at a future date.

Who do I contact with questions?

Mike Messner (Michael.Messner@pge.com) 209.639.3504