## Contractor Information:

|  |  |
| --- | --- |
| Company Name: |  |
| Primary Contact Name & Phone[[1]](#footnote-1): |  |

## Summary Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Prepared by Name & Phone: |  |  | Today’s Date: |  |
| Job Name & Number: |  |  | Incident Date: |  |
| Foreman or Onsite Contact Name & Phone: |  |  | Incident Time: | AM  PM |
| PG&E Inspector Name, LAN ID, Phone: |  |  |  |  |
| Type of Incident: | Good Catch[[2]](#footnote-2)  Near Miss[[3]](#footnote-3) |  |  |  |

## Detailed Incident Information:

|  |  |
| --- | --- |
| Name & Title of Employees Involved (optional): |  |
| Incident Location (nearest street address, or landmark): |  |
| Description of Incident & Damaged Equipment: |  |
| Preventative Actions & Lessons Learned: |  |

## Instructions:

* Notify the on-site inspector of the incident as soon as possible
* Fill out all fields and return to [EDContractorIncidentReporting@pge.com](mailto:EDContractorIncidentReporting@pge.com)
* Include any additional information as attachments, **Page 2** (photos, eyewitness statements, 3rd party accounts)

## Attachments:

1. Name and contact # of designated safety lead or PG&E liaison for your company [↑](#footnote-ref-1)
2. Good catch is a near-incident with no damage to person or property (e.g., during inspection of the rigging, a rope is found to be damaged and is replaced. The job proceeds with no incident) [↑](#footnote-ref-2)
3. Near miss is an incident with no damage to person or property (e.g., the rigging breaks due to a damaged rope but nobody was in the path and the load fell harmlessly to the ground) [↑](#footnote-ref-3)