

**U.S. DEPARTMENT OF ENERGY – BONNEVILLE POWER ADMINISTRATION (BPA)
CONTRACTOR’S REPORT OF INCIDENT/NEAR-HIT/PROPERTY DAMAGE**

NOTE:

Safety Incidents are to be promptly reported by involved employees to their immediate supervisor. The supervisor and employee will complete the **Contractor’s Report of Incident/Near-Hit/Property Damage**.

This form will be submitted to the Inspector or Natural Resource Specialist for the project. The form will be submitted to the Contracting Officer and the Safety Office within five (5) working days of such an occurrence.

Date: _____ Time: _____ Project Title: _____

1. Company Name _____ 2. Location of Incident _____

3. Names of Employees Involved:

4. Explain exactly **what** happened:

5. Explain **why** it happened:

6. Action(s) taken to prevent future recurrence:

7a. Reported By (*Name*) _____

7b. Signature _____

8a. Reviewed by (*BPA Designated Employee Name*) _____

8b. Title _____ 8c. Date Reviewed _____

If INJURY/ILLNESS: Retain while Active + 6 years, and then dispose. Active period ends upon termination of compensation or when deadline for filing a claim has passed (*Source: PE-53-11, Retention Schedule: GRS-1/31*). If PROPERTY DAMAGE: Retain while Active + 3 years, and then dispose. Active period ends upon closure of claim (*Source: PE-53-15 & 16, Retention Schedule: GRS-18/15(a)*). If FATALITY: Retain while Active + 75 years, and then dispose. Active period ends upon closure of case (*Source: PE-53-12, Retention Schedule: N1-305-07-1-14/d*).