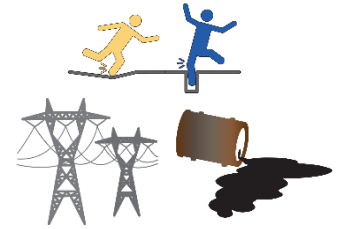


# Job Aid for Contractors: Using the Contractor Incident Reporting Form

**Here is the situation: An incident just occurred while performing work for** Southern California Edison (SCE). As an SCE Contractor, you are required to promptly report the incident to your Edison Representative. Use this job aid and the up-to-date version of the reporting form to document all the required information.



To access the latest version of the form, go to: [Contractor Safety documents at SCE.com](#)  
Scroll down to **Contractor Safety Documents** – click and select **Incident Evaluation Report**

Work with your Edison Representative to make sure you complete all the required steps by the required deadlines. **It's critically important that all incidents are documented, causes are identified, and corrective actions are implemented.**

**Remember, no job is considered a success if someone gets hurt, if there is property damage, or if there are environmental impacts.**

**We want everyone to go home safe every day and safeguard the environment and property.**

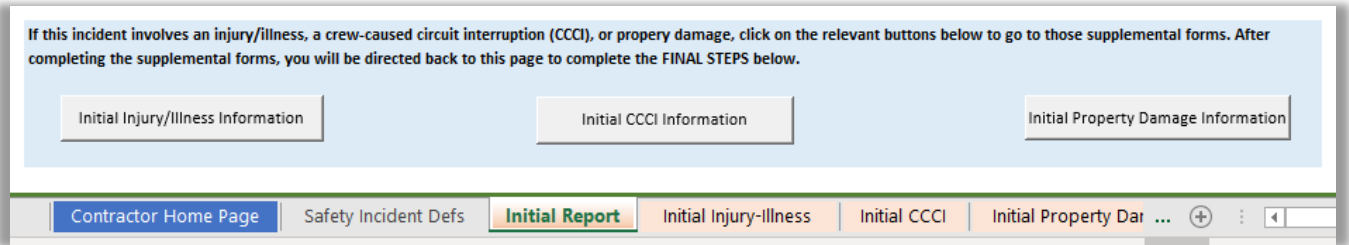
## What should you keep top of mind when filling out the Incident Reporting Form?

1. Always download the current version of the form from SCE.com. (see link above)
2. Use the Contractor Home Page as a “snapshot” summary of your incident reporting status. Work through each of the steps, and document your information.

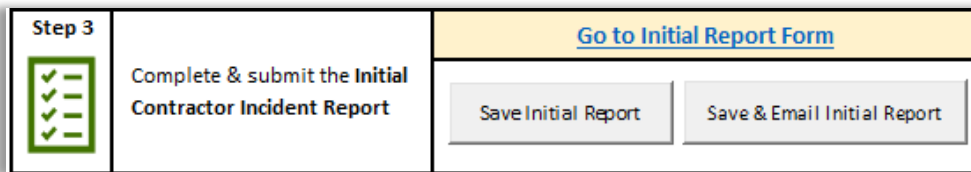
		Reporting Status	
Step 1	Immediately help injured worker(s) & contact emergency services (if necessary).	Incomplete	
Step 2	Secure the site to prevent further incident & notify your Edison Representative by phone & email.  If required, Contractors are to make the following notifications: - OSHA: within 8 hours of the initial report - USDOT: within 2 hours of knowledge (if outside normal work hours, no longer than 4 hours after becoming aware of a reportable incident)	Incomplete	
Step 3	Complete & submit the Initial Contractor Incident Report <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Save Initial Report</span> <span>Save &amp; Email Initial Report</span> </div>	Incomplete	
Is the incident any one of the following? Actual Life Threatening (L1), Actual Life Altering (LA), Potential Life Threatening, or Potential Life Altering? If YES, the 5-Day and 60-Day Reports will be required. (This assessment to be validated by Edison Safety Team)		TBD	
Step 4	Complete & submit the 5-Day Contractor Incident Report. Update details in the initial Contractor Incident Report as needed <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Save 5-day Report</span> <span>Save &amp; Email 5-Day Report</span> </div>	TBD	
Step 5	Complete & submit the 60-Day Contractor Incident Report. Update details in the initial Contractor Incident Report as needed <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Save 60-Day Report</span> <span>Save &amp; Email 60-Day Report</span> </div>	TBD	

- a) Update the status of steps taken at the Site in Steps 1 & 2
- b) Use the quick links to go to the Initial Report form, the 5-Day form, and the 60-Day form
- c) Use the “Save” and “Save & Email” buttons. After you enter CONTRACTOR NAME, INCIDENT DATE and INCIDENT TIME, press “Save Initial Report” and the file name will be generated automatically.
- d) Complete & Due Dates will update automatically based on information provided in the report forms.

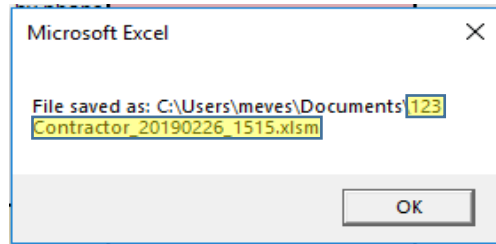
- On the Initial Report tab, fill out the supplemental information for an Injury/Illness, a Crew-Caused Circuit Interruption (CCCI), or Property Damage, as appropriate. There are handy buttons for you to navigate to those tabs, and then back to the Initial Report.



- Use the automated buttons in the form to save and e-mail your form. These buttons are provided to make sure your incident report is saved with a proper, consistent name, and sent to the right people.



- After you use the save button to save your form, be sure to log the file name. This is important because the file name is also your **Incident ID**, and you'll need it for ISN Site Tracker. When you log any DART or OSHA incidents in ISN with your proper Incident ID, you will NOT have to re-enter incident information into ISN.



- Your Incident Report will be e-mailed back to you:
  - After your Edison Rep has reviewed and documented that the report is complete.
  - After a member of the Edison Safety Team has reviewed to determine if the follow up 5-Day and 60-Day Reports are necessary. If the follow up reports are required, this will be highlighted on your Contractor Home Page along with the due dates.
  - Use the version of the form e-mailed back to you to work through the 5-Day and 60-Day Reports.

<a href="#">Go to Initial Report Form</a>		Complete (Updated)
Save Initial Report    Save & Email Initial Report		Complete/Update Date
		2/27/2019
Actual Life Threatening (LT), Actual Injuring, or Potential Life Altering? (Reports will be required. Reviewed by Edison Safety Team)	<a href="#">Review Criteria Here</a>	The 5-Day & 60-Day Reports are required. Complete Steps 4 & 5.
<a href="#">Go to 5-Day Report Form</a>		TBD
Save 5-day Report    Save & Email 5-Day Report		Due Date
		3/3/2019
		Complete/Update Date
<a href="#">Go to 60-Day Report Form</a>		TBD
Save 60-Day Report    Save & Email 60-Day Report		Due Date
		4/27/2019
		Complete/Update Date

Track this field for the determination if the 5-Day and 60-Day Reports are required.

- Reach out to your Edison Rep with any questions.