

Reviewing a Contractors Final Report

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Contractor Reporting Requirements can be found on page 10 under article 12.0 of the AEP T's & C's, available for download in the document library, and in the 2024 Contractors Handbook on page 22.

Contractors shall verbally notify the SMG Advisor of any reportable events that have taken place on your projects. AEP T's & C's gives Contractors 5 (five) calendar days to complete and submit their Final Reports to VERO. The **only** event that requires just a Preliminary Report are "Good Catches." All other events, including "Near Misses", require a Final Report be submitted to VERO.

All Final Reports must be completed on the AEP Common Contractor Report. Contractors can submit as many documents as they desire to detail the event, but one of those documents **must** be the AEP Common Contractor Report. This document contains an instruction page to assist the Contractor in completing the report, which should be removed before submitting it to VERO. An incident or accident cannot be closed out until this document has been submitted.

The VERO team requires the following documents to close out an accident or incident reported to VERO:

- **Preliminary Report** - Submitted by 8am the day following an event. You should review this document to verify it provides a good summary of the incident. Every Preliminary Report submitted to VERO includes the name and phone number for the individual submitting the report - you may have to contact that person to clarify the report.

In addition to the initial report, within 5 days of the event, Contractor shall submit a detailed written report which, at a minimum, shall include:

- AEP Contractor Incident Report
 - Contractor Internal Incident Report
 - Pictures of the Scene
 - Witness Statements
 - THA for Tasks
 - Contractor shall submit revisions of the reports to Owner if requested by Owner.
- **AEP Common Contractor Report** - A reportable event cannot be closed out until this document has been submitted. No substitutions will be accepted in its place.

- **Copy of the Job Brief** - AEP requires this document be completed before work begins each morning. You will want to review this document to understand what work was scheduled to be completed that day.
- **Copy of the THA** - This document is required to be completed, - detailing the work tasks, hazards, and mitigations that were reviewed before starting work tasks - prior to the event. It may also include details to give you a better understanding of what was being performed when the incident occurred.
- **Person Involved Statement** - If this is not included, ask for it. Many Contractors have interviewed the person involved, but failed to submit the statement to VERO for numerous reasons. It is helpful to have the statement, if possible.
- **Any Witness Statements** - Witness statements should be submitted with every incident or accident report, even if it's not signed and dated. Safety Advisors should review these statements from those who witnessed the event to gain a better understanding of the incident.
- **Any Pictures** - Pictures are usually included in the AEP Common Contractors Report. Contractors will either embed pictures in the report or make separate downloads (sometimes both).

The Final Report should include action steps and/or methods the Contractor is going to take to ensure the event will not happen again. If it is not included in the Final Report, the Safety Advisors should contact the Contractor to address the opportunity for improvement. The Safety Advisor should assess the quality of root causes and corrective actions. For instance, citing "situational awareness" as a root cause is insufficient. This presents an opportunity to coach contractors and offer support.

| Corrective Actions Guide | |
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| Safety Stand-up - Simply stating that a safety stand-up was held with the crew is an inadequate corrective action. | Inadequate |
| Personal Protective Equipment | Desirable |
| Administrative Controls - Controls that increase hazard awareness or reduce exposure. Examples: Poster, warning label, policy, procedure, spotters, etc. | More Desirable |
| Engineering Controls - Controls that eliminate a hazard. | Most Desirable |