

## Weekly Guardian Report Email

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The Weekly Guardian Report Email is designed to provide the project team with a clear, concise summary of safety observations, trends, and engagement activities for the reporting week. The goal is to reinforce positive behaviors, highlight opportunities for improvement, and maintain transparency and alignment across all stakeholders.

### How It Works:

The Weekly Guardian Report Email is distributed once per week and summarizes key information pulled from Guardian observations, site interactions, and project activities. The email should be professional, factual, and balanced—recognizing strong performance while clearly communicating any concerns or follow-up needs.

### Audience:

Project Management	SMG Management
Site Supervision / Foremen (Contractor)	Director
Client Representatives (AEP Project Team)	Lead Advisor
Safety & Environmental Team Members	Peer Advisor, if assisted

### Benefits:

- Keeps the entire project team informed of weekly safety performance
- Reinforces accountability and continuous improvement
- Highlights positive behaviors and best practices
- Identifies trends early to prevent incidents
- Creates a documented safety communication record

### Best Practices:

- Keep email concise (1–2 pages)
- Use bullet points
- Balance positives with improvements
- Avoid naming individuals unless recognizing positive actions

## Email Structure & Required Content

See example email on the next page.

1. **Subject Line:** Weekly Guardian Safety Report – [Project Name] | Week of [Date]
2. **Opening Summary:** High-level overview of site activity, safety performance, and total observations.
3. **Scope of Work Observed:** Major activities, contractors involved, and high-risk work.
4. **Body Content (Choose one or multiple)**
  - a. *Positive Observations / Best Practices:* Highlight strong safety behaviors and compliance.
  - b. *Opportunities for Improvement:* Identify improvement areas and corrective actions.
  - c. *Incidents / Near Misses:* Summary of incidents, corrective actions, or note if none occurred.
  - d. *Trends & Focus Areas:* Recurring observations or upcoming safety focus areas.
  - e. *Engagement & Communication:* Safety discussions, toolbox talks, and coordination efforts.
5. **Closing & Appreciation:** Thank crews and encourage continued safe work.

## Weekly Safety Spotlight

The Weekly Guardian Report Email may include a Safety Spotlight to recognize a contractor crew member, client representative (TCR), supervisor, or project team member who demonstrated exemplary safety leadership, positive engagement, or proactive hazard recognition during the reporting week.

### Examples of Spotlight Criteria:

- Proactively identifying and correcting a hazard
- Demonstrating strong leadership during high-risk activities
- Supporting safety compliance and coaching others
- Effective communication between contractor and client teams

The Safety Spotlight is intended to reinforce positive behaviors, encourage engagement, and promote a strong safety culture across the project. Participation is optional and should be based on observed actions.

## Example Email:

Good morning team,

As most of you are aware, SMG Advisors are sharing safety observations and project visit highlights via email to project teams in their regions. This initiative allows SMG to have better transparency and open communication with contractors and AEP. SMG recognizes that not everyone has an opportunity to see our weekly observations. This program gives us a platform to highlight good practices in the industry and share them with our teams. The past few weeks I have had the pleasure of working with Seth Russell and his crew from Kent Power at Robb Ave Station. I have attached several observations from Robb Ave. for your review. Please note: The list below are highlights combined from several Guardian observation reports taken over the past few weeks, but does not include all the reports taken at Robb Ave.

### Task being performed at time of visit:

Demo old transformers, form and pour concrete, load out dirt, set new transformers, building containment. (see reports)

### Highlights from my visits:

- Kent Power was authorized to work seven ten-hour days, with a break at Thanksgiving, and has now resumed the same schedule until 12.23.25. Due to this schedule, extra oversight was requested by AEP. The Kent team was very receptive of this extra oversight and welcomed both me, and TCR Chris Wilson. Thank you to the team for their dedication and hard work the past several weeks.
- Paperwork is completed completely and thoroughly. THAs were detailed and included SIF icons. Hazards and controls were identified, work plans were detailed, neat, and easy to read. Seth has been doing an excellent job-sharing daily work plans, team briefings and THAs. It's nice to be kept in the loop. Thank you, Seth!
- Employees were wearing gloves appropriate for the hazards, FR clothing, and Hi Viz. Hearing protection and face shields were also used when needed. Air spading, and hand digging were the approved methods for trenching in new wire.
- Substation Specific Safety - The gate was under observation, closed and locked. Kent reported into dispatch and was checked in on CICO each day. Construction signs were present, and drive path were delineated.
- Designated Spotters - Observed and used as needed. Spotters were observed assisting equipment operators. Robb Ave is a small station making movement difficult.
- Excellent communication was observed taking place between contractors on site. (Barnhart and TFS) Seth made sure to include all of them in his briefings and had them sign his forms each day they were present.
- Snow and Ice, and very cold conditions created some hazards with movement. The crew cleared paths and removed the snow and ice to help make walking to and from the work area safer. Heat was added to the job trailer for warm up breaks as needed. All crew members had on the proper warm clothing and provided plenty of water to drink.

### Opportunities for Improvements while on site:

- The crew was asked to create a safe walking path around energized lines and open trenches, so safe movement could take place to and from the work area. They set up barricades and created a walking path around live lines on the ground coming from the mobile.
- Noted the need for a step on one of the walking paths. A large step down over a small concrete wall was discovered. (approx. 3 feet down) Crew was asked to create a step and or handrail at this location to help with safer movement to and from the work the area. Snow and ice also made this step down a hazard. The crew did a great job making this path safer to walk.
- A crew member was observed working without the proper safety glasses on. TCR Chris Wilson and I spoke to the crew and coached them up on the proper eye protection, with side shields. We also spoke to them about using clear glasses instead of dark ones when light conditions called for it. The crew was very receptive and made the corrections requested.

Overall, the crew is doing an excellent job, fighting the cold weather conditions, working thru the weekend, and working safely! Employees kept busy on related tasks, and excellent communication is taking place. It was nice to meet with Kevin, Seth and Chris, last Monday on site! I look forward to our next meeting. I have attached several of my guardian reports and safety observations for Robb Ave. Station to this email for your review. More reports can be found in Guardian and have already been shared with many of you on the Monday morning weekly summary reports. Please feel free to reach out to me with any questions. Have a great weekend! Keep warm out there!

Thank you,