

Incident Review Procedures

Date: 13 MAR 2025

Version #: 02

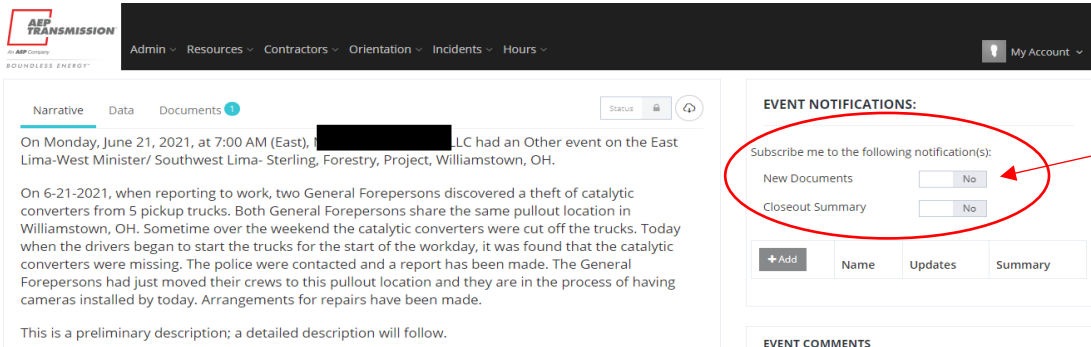
DOC #: SFS-16

Owner: Jordan Hollingsworth

The purpose of this job aid is to provide guidance to Advisors on responding to incident notifications, late reporting, incomplete or insufficient reports, and final Contractor Incident reports. The purpose is to identify email recipients and provide email instruction to promote professionalism and consistency among Advisors. Note, these procedures do not apply to Good Catch events.

Incident Notifications

1. Upon receiving a Preliminary Incident Notification, the Advisor assigned to the project shall forward the email to the project TCR.
2. Advisor shall go to the event posting in VERO and subscribe to both New Documents and Closeout Summary.



Click to change icon to Yes.

3. Email Recipient
 - a. TCR (only recipient not registered to receive email Notifications from VERO)

Late Reporting

1. If after five (5) calendar days, you have not received an email notification indicating the contractor has uploaded a final report, the Advisor shall verify status in VERO and send an email to the Contractor requesting submittal.



Contractor Representative name,

Thank you for submitting the incident notification for the event described below. Based on the day of submittal, five (5) calendar days have lapsed since the notification was received.

In accordance with Section 12.4 of the Supplemental Safety Terms and Conditions, the Contractor shall submit a detailed written report within five (5) calendar days, unless granted an extension by Owner.

In the event you need additional time, please reach out to Aaron Thomas (CC) and request a formal extension.

Thanks,

John Doe, CHST, CIT, CU SP
Regional Safety Advisor



M: 123-456-7890
8335 Keystone Crossing, Ste 103, Indianapolis, IN 46240



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2. Email shall consist of the original preliminary notification email forwarded to the listed recipients.
3. Email shall be short, concise and include the contractual language listed in the Supplemental Safety Terms and Conditions.
4. Email Recipients:
 - a. Contractor Safety Representative identified on Preliminary Notification
 - b. AEP Project Manager
 - c. TC
 - d. Lead Advisor
 - e. VERO Analyst (Aaron Thomas)

Incomplete/Insufficient Final Reports

1. Once Final report is uploaded to VERO, the Advisor should receive a notification and review the report to ensure it includes all required documents. In addition to root cause analysis and corrective actions, the Final Incident Report shall include the following: AEP Contractor Incident Report, Contractor Internal Incident Report, Witness Statements, Pictures of the Scene and THA for the Task.
2. In the event the Final Report does not include all required documents, Advisor shall send an email to the Contractor requesting the additional information. Email shall be short, concise and identify the missing documents. Email shall also include the instruction the Contractor received upon receipt of filing the preliminary notification.

Send	To	Contractor Safety Representative; AEP Project Manager; TCR; Lead Advisor
	Cc	VERO Analyst (Aaron Thomas)
Subject		FW: AEP Transmission Event

Contractor Representative name,

Thank you for submitting the Final Report for the event listed below. After review, it appears the report did not include witness statements or the THA for the task.

Can you please provide? Refer to the correspondence you should have received when submitting the notification:

'... 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 (see attached template)
-Contractor Internal Incident Report
-Pictures of the Scene
-Witness Statements
-THA for Task
Contractor shall submit revisions of the reports to Owner if requested by Owner.'

Feel free to reach out if I can be of any assistance. I look forward to reviewing the updated report.

Thanks,

John Doe, CHST, CIT, CUSP
 Lead Safety Advisor



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 8335 Keystone Crossing, Ste 103, Indianapolis, IN 46240



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3. Email Recipients

- a. Contractor Safety Representative identified on Preliminary Notification
- b. AEP Project Manager
- c. TCR
- d. Lead Advisor
- e. VERO Analyst (Aaron Thomas)

Final Reports with all required documents (Excludes OSHA Recordable Events)

1. The Advisor should download the Contractor Incident Investigation Report and submit to the assigned AEP Project Team.
2. Email shall identify incident type, project name, date of occurrence and advise recipients to the attached final report.

Send	To	AEP Project Manager; TCR; Lead Advisor; AEP Superintendent
	Cc	
Subject		First Aid Event, Project Anytown to Hometown 69kV Project, June 1, 2021 AEP Contractor Incident Investigation Report

Team,

I have attached the AEP Contractor Incident Investigation Report for the (insert event type) that occurred at the (insert project name) on (insert date).

Please feel free to contact me if you have any questions.

Thanks,

John Doe, CHST, CIT, CUSP
Regional Safety Advisor



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3. Email Recipients:
 - a. AEP Project Manager,
 - b. TCR,
 - c. Lead Advisor, and
 - d. AEP Superintendent.

Final Reports (OSHA Recordable/DART/Select Outage Events)

1. Final Reports that result in an OSHA Recordable or DART event shall be downloaded and sent to the AEP project team and Regional Health and Safety Management team.

The screenshot shows the 'Documents' tab in the AEP Transmission web application. A table lists documents with columns for Description, Uploaded, and By. The first document is 'Contractor_Incident_Investigation_Report_6.21.21..'. A red box highlights the first row, with a red arrow labeled 'a' pointing to the three-dot menu icon and another red arrow labeled 'b' pointing to the 'Download' icon. The text 'b. Left click "Download"' is written above the table. To the right, there are sections for 'EVENT NOTIFICATIONS' and 'EVENT COMMENTS'.

Description	Uploaded	By
Contractor_Incident_Investigation_Report_6.21.21..	06/24/2021 03:58 PM	mortenso
	06/23/2021 12:54 AM	mortenso

- a. To download the Contractor Incident Investigation Report, left click the icon with 3 vertical dots.
2. Outage Events deemed significant shall also be downloaded and forwarded to the AEP Project team (Determined on a case-by-case basis in consultation with Lead Advisor and CM).

3. Email Recipients (Figure 6)

- a. AEP Project Manager
- b. TCR
- c. Lead Advisor
- d. AEP Superintendent
- e. AEP Construction Manager
- f. AEP Contractor Safety and Health Manager(s)
- g. AEP Contractor Safety and Health Director

Send	To	AEP Project Manager; TCR; Lead Advisor; AEP Superintendent; AEP Construction Manager
	Cc	AEP Contractor Safety & Health Manager(s); AEP Contractor Safety & Health Director
Subject OSHA Recordable-DART Event, Project Anytown to Hometown 69kV Project, June 1, 2021 AEP Contractor Incident Investigation Report		

Team,

I have attached the AEP Contractor Incident Investigation Report for the (insert event type) that occurred at the (insert project name) on (insert date).

Please feel free to contact me if you have any questions.

Thanks,

John Doe, CHST, CIT, CUSP
Regional Safety Advisor



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