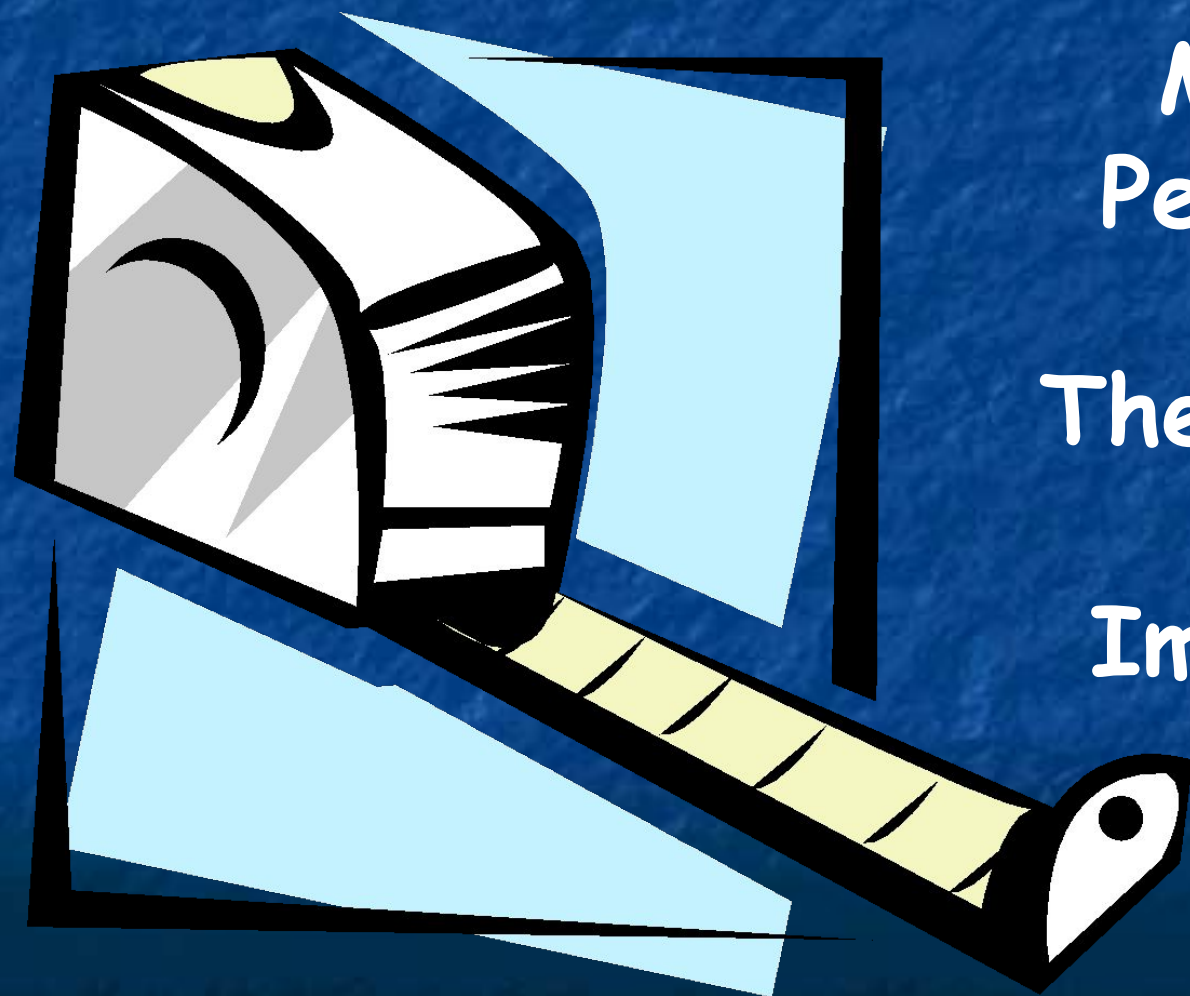




# Incident Reporting



Measuring  
Performance  
is  
The First Step  
Toward  
Improvement



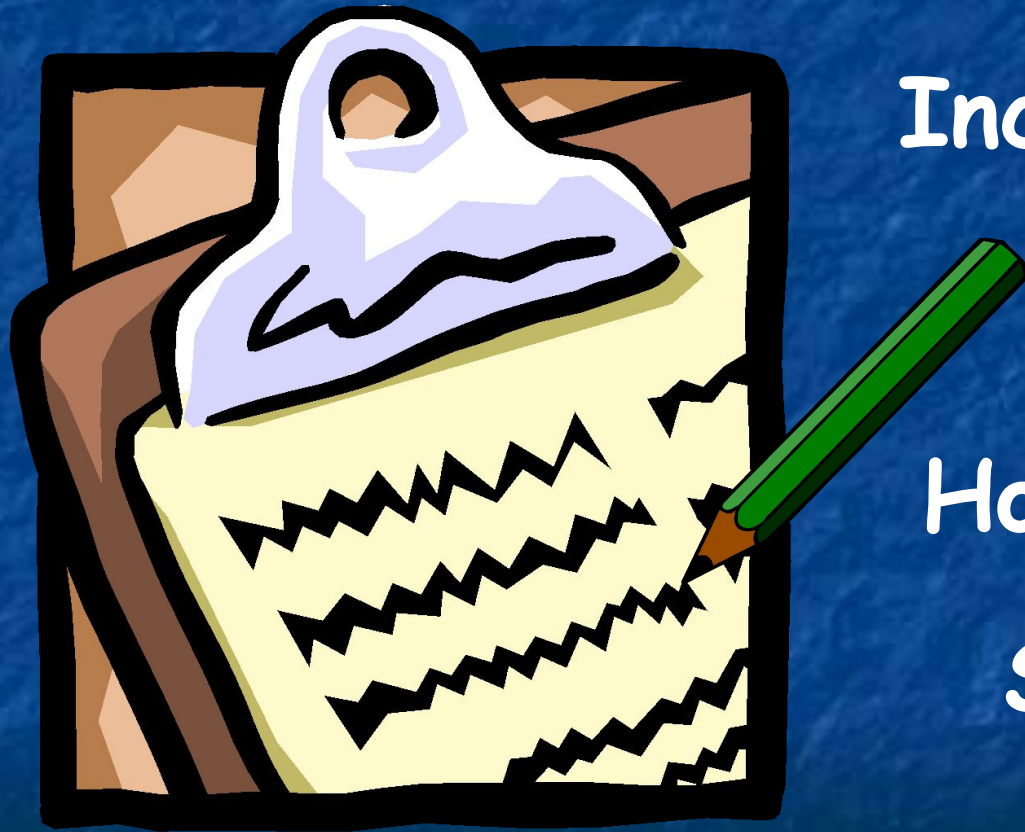
# Incident Reporting

## Objectives:

- Reinforce why we report incidents
- Reinforce new reporting language
  - Key words
- Reinforce new reporting expectations



# Measuring Performance



Incident Reporting

is

How We Measure  
Safety Results

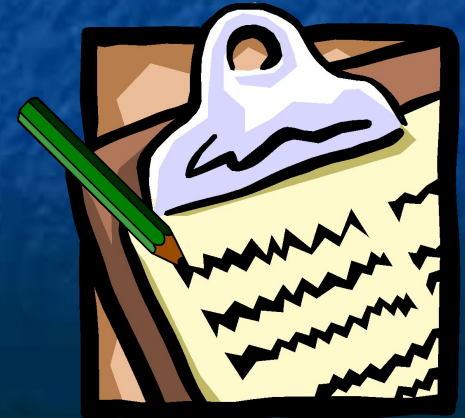




# Safety Incident Reports

Required by P&G

1. Become an official record
2. Identify skill & knowledge gaps
3. Identify follow up actions
4. Provide a roadmap to improvement
  - training & skill development
  - technology choices



# Standardized Terms



## "New" Key Words:

- Use the phrase "Electrical Incident" in the "short title" field
- Major or Minor Short Circuit
  - Equipment damage
- Major or Minor Shock
  - Electrical Injury
- Major or Minor indicates the severity of the incident
- Do not use the term "electrocution" unless reporting a fatality.
- Using the key words helps in searching the database



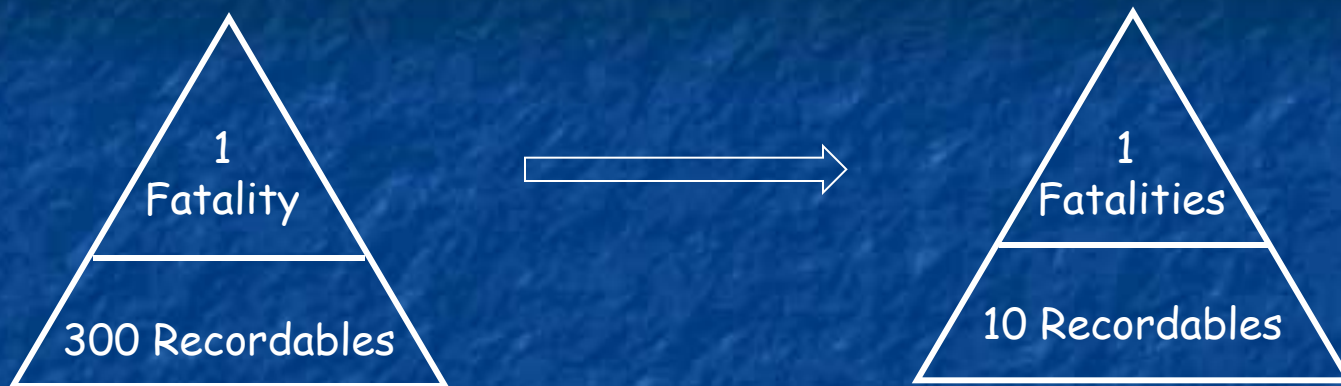
# New KE Requirement O&M #15

1. The Site ESO (Electrical System Owner), or their designee must participate in all electrical incident investigations at the site.
2. Electrical knowledge is required for:
  - penetrating electrical incident details
  - clearly communicating the findings
  - determining the correct follow-up actions
3. All electrical safety incidents (including Class I) are to be reported via the HSE database.





# Why Electrical Safety is So Important



**General Safety Hazards**

**Electrical Hazards**

*OSHA injury data evaluated by IEEE safety committee*

Electrical injuries are 30 times more likely to result in a fatality than other types of injuries.





# Filling out the Form

- ESO fills out a hardcopy form
- HSE or ESO inputs to the Global IRP
- Copy Prince.DR.3 as “other” in the automatic email option





# Summary

- All incident reports are important
- The Site ESO is to participate in all electrical incident investigations
- All electrical incidents, including Class I are to be entered into the HSE Incident database

