

**U.S. DEPARTMENT OF ENERGY-BONNEVILLE POWER ADMINISTRATION (BPA)
CONTRACTOR'S REPORT OF INCIDENT/NEAR-HIT**

Safety Incidents are to be promptly reported by involved employees to their immediate supervisor. The supervisor and employee will complete the **Contractor's Report of Incident / Near-Hit**.

This report will be required for reporting incidents that **DO NOT** involve personal injury, illness, or property damage. **Accidents involving personal injury, illness, or property damage** require filing [BPA F 6410.15e](#) (**Contractor's Report of Personal Injury, Illness, or Property Damage**).

This form will be submitted via email to the Inspector or Natural Resource Specialist for the project. The form will be submitted to the Contracting Officer and the Safety Office within five (5) working days of such an occurrence.

Date:	Time:	Project Title:
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1. Company Name | 2. Location of Incident

3. Name(s) of employees involved (*print clearly or type*)

4. Explain exactly **what** happened

5. Explain **why** it happened

6. Action(s) taken to prevent future recurrence

7. Reported by (*Name*) (*print clearly or type*) | 8. Signature

9. Reviewed by BPA Designated Employee:

a. Name (*print clearly or type*) | b. Title | c. Date Reviewed

IF INJURY/ILLNESS: Retain while Active + 6 years, and then dispose. Active period ends upon termination of compensation or when deadline for filing a claim has passed. (source: PE-53-11, Retention Schedule: GRS-1/31) **IF PROPERTY DAMAGE:** Retain while Active + 3 years, and then dispose. Active period ends upon closure of claim. (source: PE-53-15 & 16, Retention Schedule: GRS-18/15(a)) **IF FATALITY:** Retain while Active + 75 years, and then dispose. Active period ends upon closure of case. (source: PE-53-12, Retention Schedule: N1-305-07-1-14/d)