



Press the Safety Reporting button.

Incident Reports ✕

Instructions
To report, please click on one of the options below.

- Injury or Illness
- Motor Vehicle & Mobile Equipment (e.g., GSA, M, E, Rental)
- Near Hit or Safety Concern
- Contract Incident (CO, COR, Field Inspector use only)**

Select **Contract Incident**

NOTE: This only applies to contractors **not** managed by Supplement Labor Management Office (SLMO).



OSHS: Safety Reporting – Contractor Incident

Reporting Information

Person Reporting *
Seaman, Tim (54321)

BPA Project Manager

Incident #

Supervisor
Seaman, Tim (54321)

District or Primary Location (where the incident occurred *)
Search for...

Specific Location Comments

Project Name *
Incident Date *
02/17/2020
MM/DD/YYYY

Reported Date
02/17/2020

Reported Time
04:44 PM

Prime Contractor
Provide the Name of the Subcontractor Company Involved

Do you want to share this report with your supervisor?
No (002)

Your name auto-populates as the individual creating the report.

You **cannot** submit on behalf of someone else.

The report defaults to not informing your supervisor. If you want your supervisor to be notified when you submit the report, change the **Do you want to share this report...** field.

Use the icon(s) on the right side of each field if you need help to find information specific to that field.

All reports with an asterisk must be completed.



OSHS: Safety Reporting – Contractor Incident

Prime Contractor

Provide the Name of the Subcontractor Company Involved.

Primary Issue *

Contracting Officer (CO) *

Describe the incident (what, how, why) and include the specifics of any concern, hazard or issue identified. *

Describe the action you or others took to correct or mitigate the hazard. *

Attach supporting documentation.

It's important that all free-form fields are completed with as much detail as possible. **Describe the Incident** and **Describe the Action** provide Safety with vital information.

This level of details helps Safety form a complete picture of the incident so it can be analyzed for trends and help inform future Safety initiatives.

Press the **Save** button to save your progress and return to the report at a later time.

Press the **Submit** button when the report has been completed.

