



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 Motor Vehicle & Mobile Equipment

NOTE: BPA defines Mobile Equipment as any vehicle with a license plate (M, G or E).

Motor vehicles include: passenger fleet vehicles, passenger motor pool vehicles, etc.

Mobile equipment includes: forklifts, snowcats, cranes, etc.

Note: If completing a Motor Vehicle report (as this example shows) you must complete a **separate** Injury/Illness report related to any injuries that occurred.



# OSHS: Safety Reporting – Motor Vehicle & Mobile Equipment

Reporting Information ^

Driver's Name \* Incident #

Seaman, Tim (54321) [Q]

Person Reporting \* Seaman, Tim (54321) ←

Incident/Issue ^

Incident Date \* Incident Time

12/17/2019 [Calendar] HH:MM am/pm [Clock]

District or Primary Location (where the incident occurred) \* Specific Location Comments \*

[Dropdown] [Text]

City \* State \*

[Text] [Text] [Q]

Reported Date Location Type \*

12/17/2019 [Text] [Q]

Your name auto-populates as the individual creating the report. However you can file reports on behalf of another driver using the **Driver's Name** 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 – Motor Vehicle & Mobile Equipment

Check if Time Cannot be Determined

Reported Time  
9:41 AM

How was the equipment being utilized at the time of the incident? \*  
Driving (DRIVE)

Hazard Type - Motor Vehicle or Mobile Equipment \*

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

What suggestions do you have for how this incident could be prevented in the future?

Type of mobile equipment involved in the incident \*  
Passenger GOV (PASSGOV)

Vehicle Make \*

Vehicle Model \*

Weather Conditions \*

License Plate Number (GOV, POV, G, E, M) \*

Attach supporting documentation.

It's important that all free-form fields are completed with as much detail as possible. **Describe the Incident** and **What Suggestions** 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.

Please share your suggestions. Your idea(s) could be implemented to help prevent future injuries.

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.

