

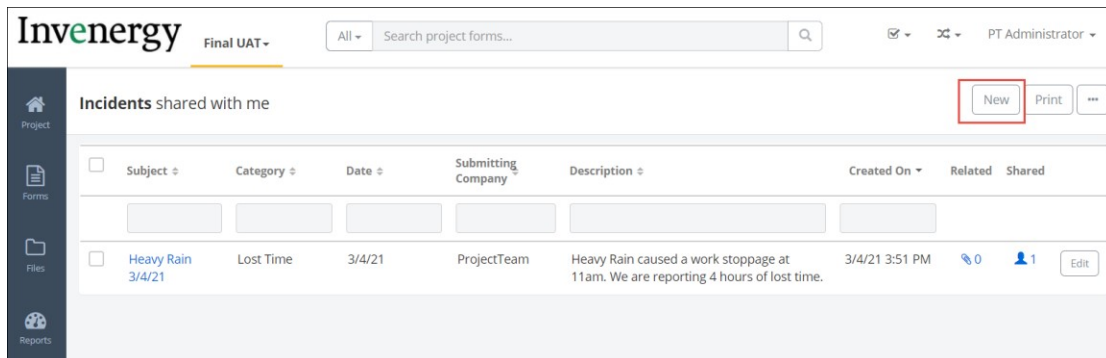
Incidents

Safety Incidents are used to record safety and environmental related incidents reported by the Contractor, documenting details of the occurrence that will procure sufficient information for investigation allowing Invenergy to implement corrective and preventive actions for better practices on site.

Contractor to Create New Incident

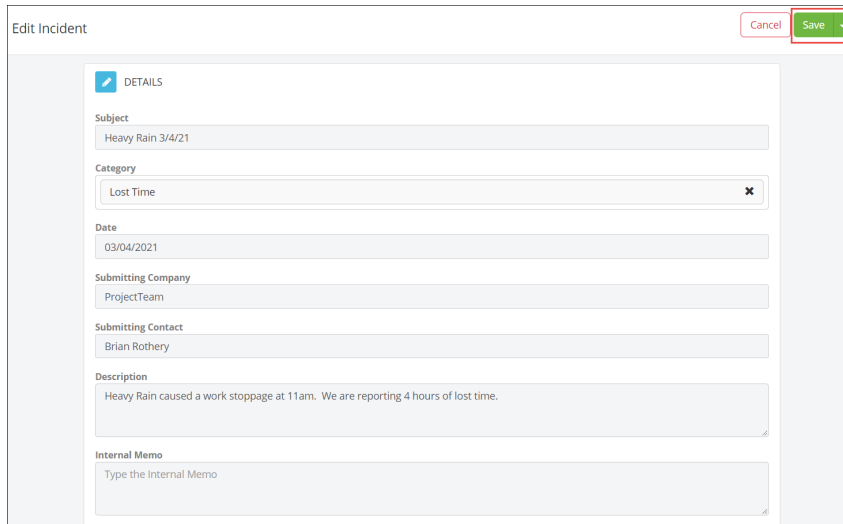
Contractor to report verbally to Invenergy with 24 hrs. of occurrence. Within 48 hrs. of occurrence, Contractor is to submit an Incident in ProjectTeam. Here are the steps:

1. Navigate to the **Incident** log within a project.
2. Click the **New** button on top of the Incident log.



The screenshot shows the 'Incidents shared with me' page in ProjectTeam. At the top right, there are buttons for 'New', 'Print', and a menu icon. The 'New' button is highlighted with a red box. Below the buttons is a table of incidents. The table has columns for Subject, Category, Date, Submitting Company, Description, Created On, Related, and Shared. One incident is listed: 'Heavy Rain 3/4/21' under Subject, 'Lost Time' under Category, '3/4/21' under Date, 'ProjectTeam' under Submitting Company, and 'Heavy Rain caused a work stoppage at 11am. We are reporting 4 hours of lost time.' under Description. The 'Created On' column shows '3/4/21 3:51 PM'. There are also icons for 'Related' (0) and 'Shared' (1), and an 'Edit' button.

3. Populate the appropriate fields to properly describe the Incident and click **Save**.



The screenshot shows the 'Edit Incident' form. At the top right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box. The form has a 'DETAILS' section with the following fields: 'Subject' (Heavy Rain 3/4/21), 'Category' (Lost Time), 'Date' (03/04/2021), 'Submitting Company' (ProjectTeam), 'Submitting Contact' (Brian Rothery), 'Description' (Heavy Rain caused a work stoppage at 11am. We are reporting 4 hours of lost time.), and 'Internal Memo' (Type the Internal Memo).

Contractor to Distributing an Incident

1. With the Incident complete and saved, navigate to the **Workflows panel**, and click **Start New**.

The screenshot shows the Invenergy ProjectTeam Training Project interface. The 'Workflows' panel is highlighted with a red box, and a red arrow points to the 'Start New' button. The interface includes a sidebar with navigation icons for Project, Forms, Files, Photos, Reports, Directory, and Calendar. The main content area displays incident impact categories, equipment impacted, and immediate actions.

2. Check the box for the appropriate **Workflow name** and click **Start Workflow**.

The 'Start new workflow' dialog box displays a search bar and a table of workflow options. The 'Start Workflow' button is highlighted with a red box.

	Workflow Name	Description
<input type="checkbox"/>	(--- Contractor) Incidents Workflow	Contractor utilize this workflow to report incidents
<input checked="" type="checkbox"/>	(BESS Contractor) Incidents Workflow	Contractor utilize this workflow to report incidents
<input type="checkbox"/>	(Civil Contractor) Incidents Workflow	Contractor utilize this workflow to report incidents
<input type="checkbox"/>	(Electrical Contractor) Incidents Workflow	Contractor utilize this workflow to report incidents
<input type="checkbox"/>	(Structural Contractor) Incidents Workflow	Contractor utilize this workflow to report incidents

Below is an example of the overall workflow for Incidents:

Workflow Details

Edit

Workflow Name
(Substation Contractor) Incidents Workflow

Description
Contractor utilize this workflow to report incidents

Available For [?](#)
Incidents

Who Can Start [?](#)
(S) Administrator (Invenergy LLC)
(WF) Substation Contractor : EXT (Invenergy LLC)

Workflow Steps

Reorder

Step #	Step Label	Days to Approve	Who Must Approve
1	Incident Report Submitted	1	Any
<div>Send To (For Action) (S) Construction Manager (Invenergy LLC)</div> <div>Step Instructions Review Incident Report, approve Final Report Due Date projected by the Contractor and pass the workflow forward</div> <div>Also Copy (For Information) (S) Customer: EXT (Invenergy LLC)</div>			
2	Incident Report Review (EHS Manager)	1	Any
<div>Send To (For Action) (S) Invenergy EHS Manager (Invenergy LLC)</div> <div>Step Instructions Review Incident Report and check for accuracy and adequate information. Provide feedback to submitting contractor.</div> <div>Also Copy (For Information)</div>			
3	Incident Final Report Submission (Contractor)	2	Any
<div>Send To (For Action) (WF) Substation Contractor : EXT (Invenergy LLC)</div> <div>Step Instructions Review Final Report. Approve corrective actions and preventive measures or request more information.</div> <div>Also Copy (For Information)</div>			
4	Review Final Report (Invenergy)	2	Any
<div>Send To (For Action) (S) Construction Manager (Invenergy LLC) (S) Invenergy EHS Manager (Invenergy LLC) (S) Project Manager: INT (Invenergy LLC)</div> <div>Step Instructions Review Final Report. Approve Corrective actions and preventive measures or request more information</div> <div>Also Copy (For Information)</div>			
5	Final Report Communication (Contractor)	1	Any
<div>Send To (For Action) (WF) Substation Contractor : EXT (Invenergy LLC)</div> <div>Step Instructions Report has been reviewed, approved, and communicated.</div> <div>Also Copy (For Information)</div>			
6	Final Report Review (EHS)	1	Any
<div>Send To (For Action) (S) Invenergy EHS Manager (Invenergy LLC)</div> <div>Step Instructions Final Review of EHS Manager.</div> <div>Also Copy (For Information)</div>			