

SaskPower Contractor Reporting 2024

Contract Company: (No Abbreviations)	
SaskPower Business Unit:	
SaskPower Area:	
SaskPower Contract Owner:	
Reporting Period Date Range:	January 2024 to December 2024

Month	01. # of Employee Hours (On-site) - Hours of service provided by contractors physically on the locations of SaskPower's project premises NOTE: ensure subcontractor hours are recorded in total hours	02. Total Incidents (should include: total injuries, near misses, property damage, and vehicle damage:	03. Total Injuries (any contractor injury that took place on a SaskPower site):	04. # of Near Misses Incidents (any incident that occurred without harm or damage but had the potential to do so):	05. # of Property Damage Incidents (Damage to SaskPower property, infrastructure, apparatus or equipment caused by SaskPower contractor):	06. # of Vehicle Damage Incidents (Vehicle / PME incident damage or Overturning a vehicle or PME unit):	07. # of Lost Time Days:	08. # of SaskPower SIF's (Definition in Instructions Tab)	09. Please list the company names of the subcontractors that performed ON-SITE work on your company's behalf to complete tasks for SaskPower during the month.	10. Please list any safety trends that your company has notice while performing ON-SITE work for SaskPower during the month.
January										
February										
March										
Totals for Quarter 1										
April										
May										
June										
Totals for Quarter 2										
July										
August										
September										
Totals for Quarter 3										
October										
November										
December										
Totals for Quarter 4										
Year to Date Total										

SaskPower Contractor Reporting Form

Instructions:

This is a guide on how to fill out the Contractor Reporting Form for SaskPower. This form must be completed every month. Please follow the step by step instructions below.

Step 1: Click on the RED Contractor Reporting tab to complete the form

Step 2: In Cell B3, please enter your company name (Please do not use Abbreviations)

Step 3: In Cell B4, please select the appropriate SaskPower Business Unit from the drop down list provided. (Example: Transmission)

* If your company works in more than one or multiple SaskPower Business Units, your company will have to submit a form for each business unit.

Step 4: In Cell B5, please select the appropriate Business Area from the drop down list provided. (Example: Transmission Lines, Transmission Stations Civil)

* If your company works in more than one or multiple SaskPower Business Areas, your company will have to submit a form for each business area.

** If your company is unaware of what Business Unit or Business Area to select, please reach out to your SaskPower Contract Owner.

Step 5: In Cell B6, please type in the SaskPower Contract Owner(s) that you are working or reporting to.

*** If you do not know who your SaskPower Contract Owner is, please type in Unknown.

Step 6: Please enter your company's safety statistics for the previous month in the following categories.

**** If your company includes subcontractors in your monthly statistics, you MUST include their incidents as well.

Serious Injury or Fatality (SIF) - Sask Power Definition

1. Life-Threatening: Work-related injury or illness that required immediate life-preserving rescue action, and if not applied immediately would likely have resulted in the death of that person.

CPR was administered - Severe bleeding - Trauma to internal organs

2. Life-Altering: Work-related injury or illness that resulted in a permanent and significant loss of a major body part or organ function that permanently changes or disables that person's normal life activity. -

Amputations - Loss of or permanent damage to eyesight - 2nd degree burns (> 10% body surface) and 3rd degree burns

3. Fatal: Work-related fatal injury or illness.

Step 6: Forms need to be sent to contractorsafety@saskpower.com by the 10th of the following month.

(Example: April's Statistics must be submitted to SaskPower by May 10th)

***** The same form must be submitted every month to avoid duplication and statistics and trends to be tracked.

***** If your company is registered with ISN, your company will not have to submit this paper form as it will be sent to you through ISN.