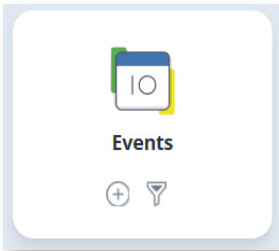
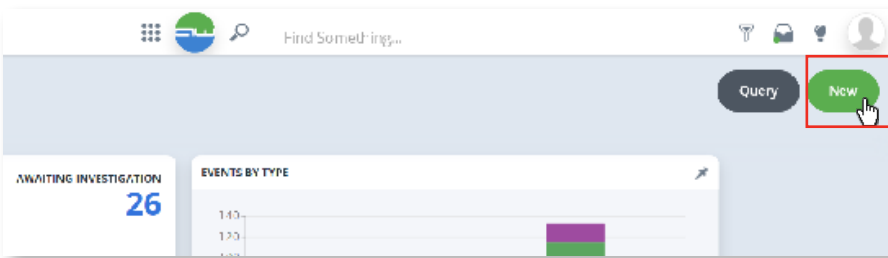


A Good Catch is the recognition of an act or hazardous condition which, if unaddressed, could result in an unwanted event.

A Near Miss is an unintended outcome that did not result in injury, illness or damage, but had the potential to do so.



1. To create an Event Entry as a Contractor, navigate to Safety1Source and click on the Events icon.



2. On the next screen, click “New.”

3. Fill out the “Initial Details” sections. For this example, we will select “Good Catch/Near Miss” as the Primary Event Type.

Note: All fields with a red asterisk are required and must be filled in for the form to be complete.

Report Event

Initial Details

Assigned RMC: *
Test Contractor (Contractors) x

Primary Event Type: *
Good Catch/Near Miss x

Business Segment: *
Contractor x

Date and Time of Event: *
05/10/2021 10:00

Contractor Function: *
Trans Veg x

3a. Since we selected “Good Catch/Near Miss as the “Primary Event Type,” the form dynamically changes to accommodate the newly selected Event type.

3b. Always choose “Contractor” for “Business Segment.”

3c. Choose the “Contractor Function” you are working with.

Note: All fields have an information icon attached to them. If you have any questions about a field simply click on the icon for more information.

Event Entry Contractor - Good Catch/Near Miss Reporter

4. Continue down the form and fill out the “Details of Event” to the best of your ability.

The screenshot shows the 'Details of Event' section of a form. It contains several input fields and sections:

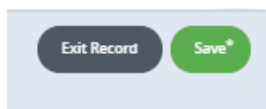
- Manual Reference Number:** A text input field with the value '30' and a character count '30'.
- State where incident took place? ***: A dropdown menu with the text 'Click or type to select...'.
- Details of actual job being done at the time: ***: A text input field with the text 'Details of actual job being done at the time...'.
- What happened (No personal information)? ***: A large text area.
- Immediate remedial actions taken:**: A large text area.
- Click this link for the Incident Prevention Definitions:** A link labeled 'Incident Prevention Definitions'.
- Incident Prevention Applicable? :**: A dropdown menu with the text 'Click or type to select...'.
- Crew Size: ***: A text input field with the text 'Crew Size...'.

5. When you scroll down, you should see the section, “Person Reporting,” has already been filled in with your information.

Note: You can manually change these entries by selecting in the field and editing the information.

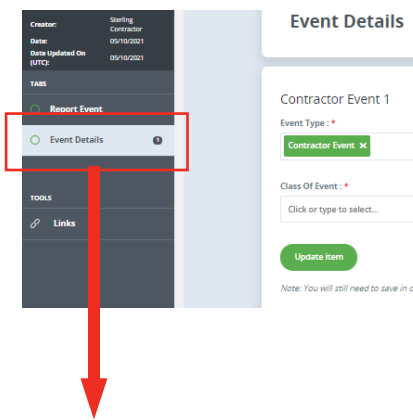
The screenshot shows the 'Person Reporting' section of a form. It contains three input fields:

- Type of Person:** A dropdown menu with the value 'Contractor' and a close button 'X'.
- Reporter Name:** A text input field with the value 'Sterling Contractor' and a character count '493'.
- Email:** A text input field with the value '122421@ameren.com'.



6. After you have completed the Report Event section to the best of your ability, click “Save.” If you do not click “Save,” and you Exit, you will lose all of your data. The system lets you know you need to Save, by placing an asterisk on the Save button.

Event Entry Contractor - Good Catch/Near Miss



7. After you hit “Save,” you will see a new tab appear on the left-hand column called Event Details. Click on the tab and begin answering the questions.

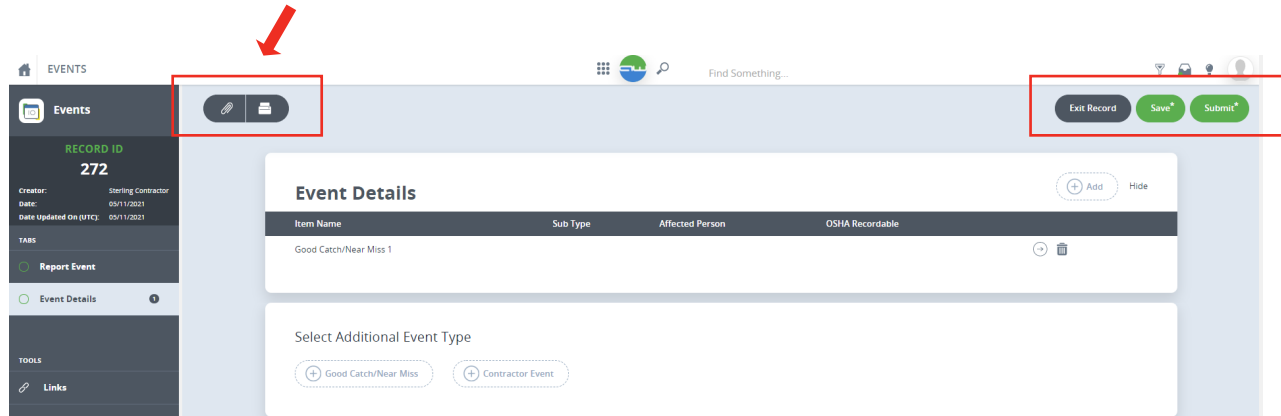
8. Since this is Good Catch/Near Miss Event Type, we need to select whether it was a Good Catch or Near Miss in the “Class of Event,” and fill out the form.

A screenshot of the 'Event Details' form. The form title is 'Good Catch/Near Miss 1'. The 'Event Type' dropdown is set to 'Good Catch/Near Miss'. The 'Class Of Event' dropdown is set to 'Good Catch'. There are two text input fields for 'What Injury/Damage almost happened or was avoided?...' and 'How could this have been prevented?...', both with a character count of 200. At the bottom left, the 'Update item' button is highlighted with a red box, and a red arrow points upwards from below the box. A note at the bottom of the form reads: 'Note: You will still need to save in order to commit these items and any changes to them.'

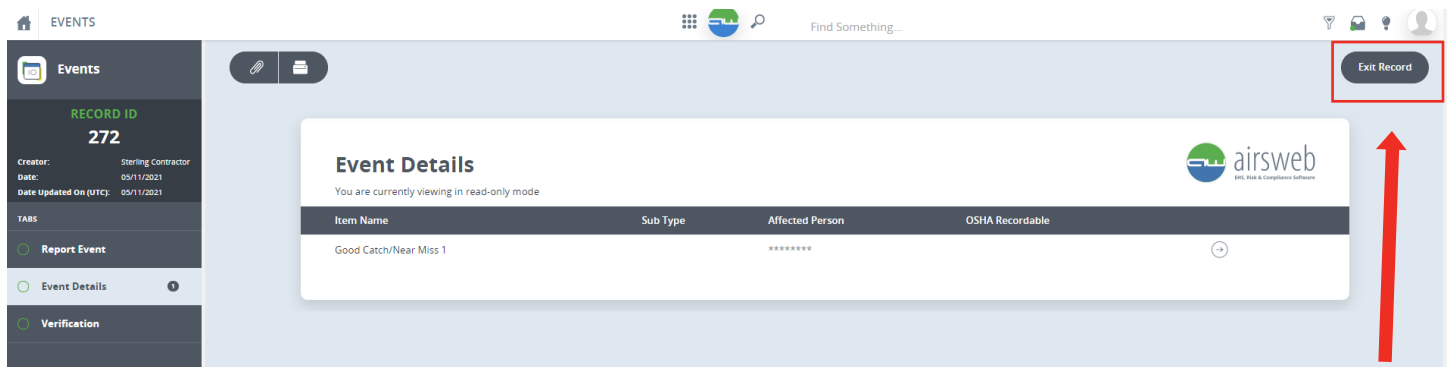
9. After you have completed the form with all of the required information, click “Update item.”

Event Entry Contractor - Good Catch/Near Miss Reporter

10. After you click “Update item,” you will see this screen. Here you can Exit Record, Save, or Submit. You also have the ability to Attach files (up to 200 MB each), or look at the Print Preview.



11. At this stage, we are finished reporting this Good Catch/Near Miss Event and ready to Submit the report. The screen will refresh, saving and submitting the record for verification.



12. When you hit “Exit Record,” you will see your report in the queue, labeled “Awaiting Verification.” An email will be automatically sent to a Verifier.

