



**ELECTRIC AND COMMUNICATION INCIDENT REPORT**  
 (OAR 860-024-0050 (See Page 3 for definitions))  
**PUBLIC UTILITY COMMISSION OF OREGON**

Instructions: Fill in the appropriate sections.  
 Check options and fill in blanks.

Reporting Information & Phone Numbers

Section 1 (Immediate Notice – Phone/Fax)

For PUC Staff Only

Time Received \_\_\_\_:\_\_\_\_ a.m./p.m. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Received By \_\_\_\_\_

Utility or Operator \_\_\_\_\_ Reported By \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Incident Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ a.m./p.m.

Location of Incident – City \_\_\_\_\_ County \_\_\_\_\_ Address or Directions \_\_\_\_\_

Description of Incident \_\_\_\_\_

Personal Injury or Contact Information

Name \_\_\_\_\_ Age \_\_\_\_ Sex: M  F

Injury Severity: Fatal  \*Hospital  \*Minor Injury  No Injury

Name \_\_\_\_\_ Age \_\_\_\_ Sex: M  F

Injury Severity: Fatal  \*Hospital  \*Minor Injury  No Injury

Name \_\_\_\_\_ Age \_\_\_\_ Sex: M  F

Injury Severity: Fatal  \*Hospital  \*Minor Injury  No Injury

Name \_\_\_\_\_ Age \_\_\_\_ Sex: M  F

Injury Severity: Fatal  \*Hospital  \*Minor Injury  No Injury

Facility Type: \*OH  \*UG  Substation

Other \_\_\_\_\_ Voltage: \_\_\_\_\_

Work Related: Yes  No  Worker's Trade: \_\_\_\_\_

Employed By: \_\_\_\_\_

Utility notified of activity prior to incident: Yes  No

Property Damage

(over \$100,000)

Estimated amount \$ \_\_\_\_\_

Service Outage

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time Out \_\_\_\_\_ a.m./p.m.

Time In \_\_\_\_\_ a.m./p.m.

Customers Out \_\_\_\_\_

Number of Circuits \_\_\_\_\_

Reportable:

- Utility serving over 15,000 customers with 500 customers or more out over two hours.
- Utility serving less than 15,000 customers with 500 customers or more out over five hours.

Exception:

- Not reportable if outage is restricted to a single feeder and outage is less than four hours.

Personal Injury or Contact Information (Cont.)  
Section 2 (Written Notice – within 20 days – Sections 1 and 2)

Weather Conditions (check one in each group):

Hot  Warm  Cool  Cold  Light  Dim  Dark   
Dry  Fog  Light Rain  Rain  Wind: Heavy  Light  Calm   
Visibility: Clear  Impeded by \_\_\_\_\_

Area Type (check one or more):

Rural  Suburban  Urban  Industrial  Construction Site  Other \_\_\_\_\_

General Activity (check one or more):

Construction  Maintenance  Utility Work  Logging  Agriculture   
Recreation  Residential Work  Travel  Other \_\_\_\_\_

Contact Type (check one or more):

\*Lift  \*Crane  Antenna  Tree  Sign  Roof  Boat Mast  Air Collision  Pole   
Climbing Structure  Kite  Dig In  Pipe  Body  Wire Down  Other \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Definitions and commonly used abbreviations

- OH = Overhead power lines
- UG = Underground power lines
- Lift = Includes forklifts, man lifts, etc.  
(A fork, platform, or basket supports the load)
- Crane = Equipment designed to lift and move loads by means of a rope or cable  
(Also includes hydraulic booms like that used for pumping cement)
- Hospitalized = Emergency room treatment is not considered “hospitalization”
- Minor Injury = Includes emergency treatment and release, first aid treatment, minor injury requiring no treatment, and other similar situations

Reporting Information & Phone/Fax Numbers

For reporting during normal working hours, the information can be faxed to the PUC’s Safety, Reliability, and Security Division at (503) 378-5505.

Mail reports to: Administrator, SRSD, Oregon PUC, 201 High St. SE, P.O. Box 1088, Salem, OR 97308-1088

For those accidents involving fatalities and critical injuries only, we urge that you contact the PUC safety personnel that are on 24 hour duty at telephone number (503) 378-6964 at the earliest practicable moment. The call will be routed automatically to the on-duty safety person.

Reports can also be e-mailed to [puc.esafety@state.or.us](mailto:puc.esafety@state.or.us). This is a group address that will send your e-mail to each member of the electrical and communications safety staff.

## 860-024-0050

### Incident Reports

(1) As used in this rule:

(a) "Serious injury to person" means, in the case of an employee, an injury which results in hospitalization. In the case of a non-employee, "serious injury" means any contact with an energized high-voltage line, or any incident which results in hospitalization. Treatment in an emergency room is not hospitalization.

(b) "Serious injury to property" means:

(A) Damage to operator and non-operator property exceeding \$100,000; or

(B) In the case of a gas operator, damage to property exceeding \$5,000; or

(C) In the case of an electricity service supplier (ESS) as defined in OAR 860-038-0005, damage to ESS and non-ESS property exceeding \$100,000 or failure of ESS facilities that causes or contributes to a loss of energy to consumers; or

(D) Damage to property which causes a loss of service to over 500 customers (50 customers in the case of a gas operator) for over two hours (five hours for an electric operator serving less than 15,000 customers) except for electric service loss that is restricted to a single feeder line and results in an outage of less than four hours.

(2) Except as provided in section (5) of this rule, every reporting operator must give immediate notice by telephone, by facsimile, by electronic mail, or personally to the Commission, of incidents attended by loss of life or limb, or serious injury to person or property, occurring in Oregon upon the premises of or directly or indirectly arising from or connected with the maintenance or operation of a facility.

(3) Except as provided in section (5) of this rule, every reporting operator must, in addition to the notice given in section (2) of this rule for an incident described in section (2), report in writing to the Commission within 20 days of the occurrence. In the case of injuries to employees, a copy of the incident report form that is submitted to Oregon OSHA, Department of Consumer and Business Services, for reporting incident injuries, will normally suffice for a written report. In the case of a gas operator, copies of incident or leak reports submitted under 49 CFR Part 191 will normally suffice.

(4) An incident report filed by a public or telecommunications utility in accordance with ORS 654.715 cannot be used as evidence in any action for damages in any suit or action arising out of any matter mentioned in the report.

(5) A Peoples Utility District (PUD) is exempt from this rule if the PUD agrees, by signing an agreement, to comply voluntarily with the filing requirements set forth in sections (2) and (3).

(6) Gas operators have additional incident and condition reporting requirements set forth in OARs 860-024-0020 and 860-024-0021.