



## **AEP Transmission Contractor Performance Report**

AEP Transmission Contractors are required to report man-hours and incidents on a monthly basis. **This information must be sent to [transsafetycoord@aep.com](mailto:transsafetycoord@aep.com) no later than the 10<sup>th</sup> of each month.**

Below are basic instructions on how to properly complete the monthly report. If you have questions or issues regarding your reporting, please contact Nancy Spencer at 614-552-1319 or [nspencer@aep.com](mailto:nspencer@aep.com).

### **Getting Started**

- Please save the file to your computer.
- The form is protected so that you will only be able to enter monthly data. Use your tab key to maneuver through the fields. (If you enter information on a protected cell, you will receive an error.) YTD calculations and a summary page will update automatically as you enter each month's data.
- Initially, you will need to enter your company name, contact name, and contact number at the top of the form.
- Each month you will need to enter your monthly numbers on the appropriate line of the first tab "**Enter Data Here**". (Note: There will appear to be errors in the YTD calculations when you report zero hours. This is okay.)
- Save the file and e-mail it to [transsafetycoord@aep.com](mailto:transsafetycoord@aep.com).
- If you need to change data for a previous month, please note this in the Comments section so we can track all changes and ensure that our data is current and correct.

### **Subcontractor Information**

- Please indicate the name of the subcontractor at the beginning of the section.
- Please do not enter data for more than one contractor in each section.
- You only need to enter data for the months the subcontractor works for you. (Note: There will appear to be errors in the YTD calculations when you report zero hours. This is okay.)

### **Incident Description Tab**

- For every incident you list on the "**Enter Data Here**" tab, you need to provide details (a sentence or less) for that incident on the "Incident Description" tab. The "type" column is preset for each type of incident so you only need to choose the appropriate one from the drop down list.
- Please provide a high level description only of the incident. In depth details are to be reported on your incident reports.
- The total number of incidents listed on the "**Enter Data Here**" tab should equal the number of incidents listed on the "Incident Description" tab.

### **Summary Tab**

- This tab is protected and will not allow you to make any changes to it. It will update automatically based on the monthly information you enter on the first tab.
- This will give you a quick view (and print if needed) of the YTD numbers and rates for your company, your subcontractors combined, and your total overall numbers.

### **Storm Work Tab**

- Storm work will not be included in your transmission Capital or O&M work; however, we still need to track the hours worked and related incidents. Please separate your storm work and enter that information on the final tab.

**Thanks for your continued effort in regards to safety.**

Company:

Contact Name:

Contact Phone:

	Monthly						Year To Date						
	Man-Hours Worked	OSHA Med. Treatment Cases	Restricted Activity Cases	Lost Work Day Cases	First Aid Only	Vehicle Accidents	Man-Hours Worked	OSHA Med. Treatment Rate	Restricted Activity Rate	Lost Work Day Rate	First Aid Only	Vehicle Accidents	Total OSHA Recordable Rate
TRANSMISSION CAPITAL WORK	January						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	February						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	March						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	April						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	May						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	June						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	July						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	August						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	September						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	October						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	November						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	December						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
TRANSMISSION O&M WORK	January						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	February						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	March						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	April						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	May						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	June						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	July						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	August						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	September						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	October						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	November						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	December						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!

Comments (please provide information on monthly incidents indicated above on "Incident Description" tab)

Subcontractor: \_\_\_\_\_

	Monthly						Year To Date						
	Man-Hours Worked	OSHA Med. Treatment Cases	Restricted Activity Cases	Lost Work Day Cases	First Aid Only	Vehicle Accidents	Man-Hours Worked	OSHA Med. Treatment Rate	Restricted Activity Rate	Lost Work Day Rate	First Aid Only	Vehicle Accidents	Total OSHA Recordable Rate
TRANSMISSION CAPITAL WORK	January						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	February						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	March						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	April						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	May						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	June						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	July						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	August						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	September						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	October						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	November						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	December						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
TRANSMISSION O&M WORK	January						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	February						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	March						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	April						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	May						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	June						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	July						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	August						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	September						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	October						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	November						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
	December						0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!

Subcontractor: \_\_\_\_\_







**Date**

**Type**

**Description**

# AEP TRANSMISSION CONTRACTOR PERFORMANCE REPORT 2008



Company: 0  
 Contact Name: 0  
 Contact Phone: 0

### Monthly

### Year To Date

#### Contractor Totals

	Man-Hours Worked	OSHA Medical Treatment Cases	Restricted Activity Cases	Lost Work Day Cases	First Aid Only	Vehicle Accidents	Man-Hours Worked	OSHA Medical Treatment Rate	Restricted Activity Rate	Lost Work Day Rate	First Aid Only	Vehicle Accidents	Total OSHA Recordable Rate
January	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
February	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
March	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
April	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
May	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
June	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
July	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
August	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
September	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
October	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
November	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
December	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!

#### Subcontractor Totals

	Man-Hours Worked	OSHA Medical Treatment Cases	Restricted Activity Cases	First Aid Only	Lost Work Day Cases	Vehicle Accidents	Man-Hours Worked	OSHA Medical Treatment Rate	Restricted Activity Rate	Lost Work Day Rate	First Aid Only	Vehicle Accidents	Total OSHA Recordable Rate
January	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
February	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
March	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
April	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
May	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
June	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
July	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
August	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
September	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
October	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
November	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
December	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!

#### Combined Totals

	Man-Hours Worked	OSHA Medical Treatment Cases	Restricted Activity Cases	First Aid Only	Lost Work Day Cases	Vehicle Accidents	Man-Hours Worked	OSHA Medical Treatment Rate	Restricted Activity Rate	Lost Work Day Rate	First Aid Only	Vehicle Accidents	Total OSHA Recordable Rate
January	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
February	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
March	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
April	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
May	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
June	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
July	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
August	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
September	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
October	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
November	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
December	0.0	0	0	0	0	0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!

#### Comments

**PLEASE ENTER ONLY STORM WORK AND RELATED INCIDENTS ON THIS TAB**

	Monthly						Year To Date						
	Man-Hours Worked	OSHA Med. Treatment Cases	Restricted Activity Cases	Lost Work Day Cases	First Aid Only	Vehicle Accidents	Man-Hours Worked	OSHA Med. Treatment Rate	Restricted Activity Rate	Lost Work Day Rate	First Aid Only	Vehicle Accidents	Total OSHA Recordable Rate
January							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
February							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
March							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
April							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
May							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
June							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
July							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
August							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
September							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
October							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
November							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!
December							0.0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	#DIV/0!

**Comments**